

Guidelines and Fill-In
Forms are available
at www.ims.gov



INSTITUTE
of MUSEUM
and LIBRARY
SERVICES

2003 CONSERVATION PROJECT SUPPORT

*Grant Application
and Guidelines*

Application Deadline:
OCTOBER 15, 2002

For information, call
IMLS: (202) 606-8539

CONSERVATION PROJECT SUPPORT

Grant Application and Information

Fiscal Year 2003

What is IMLS?

The Institute of Museum and Library Services (IMLS), an independent agency within the Executive Branch, was established by Act of Congress in 1996 to improve museum, library and information services. Within IMLS, the Office of Museum Services was established to encourage and assist museums in modernizing their methods and facilities so that they may be better able to conserve our cultural, historic, and scientific heritage; and to ease the financial burden borne by museums as a result of their increasing use by the public. The Office of Library Services was established to consolidate Federal library programs, to stimulate excellence and promote access to resources in all types of libraries for individuals of all ages, to promote library services that provide access to information through electronic networks, to provide linkages among and between libraries and to promote targeted library services to people of diverse backgrounds and abilities.

IMLS provides support to all types of libraries through grants to States and through discretionary programs. IMLS is the only Federal agency that provides general operating support for museums of all disciplines. For many museums, IMLS is the only source of Federal support. The National Museum Services Board, a Presidentially-appointed body of fifteen voting members advises the Director on program policies for the Office of Museum Services. The National Commission on Libraries and Information Science, a Presidentially-appointed body of fifteen voting members advises the Director on program policies for the Office of Library Services.

For more information call or write:

Institute of Museum and Library Services
1100 Pennsylvania Avenue, NW
Washington, DC 20506
(202) 606-8536

E-mail: imlsinfo@imls.gov

Web site: <http://www.imls.gov/>

TTY (for hearing-impaired people): (202) 606-8636

Visually or learning disabled people may obtain assistance in acquiring a cassette recording of this or any other IMLS grant information and guidelines booklet by contacting IMLS.

Burden Estimate and Request for Public Comments

Public reporting burden for this collection of information is estimated to average nine hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Institute of Museum and Library Services, 1100 Pennsylvania Avenue, NW, Room 510, Washington, DC 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3137-0001), Washington, DC 20503.

2003 CONSERVATION PROJECT SUPPORT

GRANT APPLICATION AND GUIDELINES

New for 2003:

- Museums that traditionally hold living plant and animal collections such as gardens, arboreta, zoos and aquariums, are encouraged to apply for a general conservation survey of their non-living collections. Such collections may include but are not limited to: books, documents, manuscripts, maps, historic structures, and art, historical, and scientific collections.
- New instructions are included regarding the use of indirect costs, materials and supplies, and use of permanent staff.
- Narrative questions have been re-ordered to improve the transition between questions.
- For the 2003 grant cycle, we want to encourage you to take full advantage of our web site (www.imls.gov). You will find program descriptions for all IMLS museum and library grants, contacts, telephone numbers, sample narratives, lists of current and previous awards, and you can even download application forms.

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PART 1

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What is Conservation Project Support (CPS)?

The IMLS Conservation Project Support (CPS) program awards matching grants to help museums identify conservation needs and priorities and perform activities to ensure the safekeeping of their collections.

Collections may be in one of four categories:

- non-living
- systematics/natural history
- living plants
- living animals

Grants are available for five broad types of conservation activities, including:

- environmental improvements
- research
- surveys (general, detailed condition, or environmental)
- treatment
- training

Applicants may apply for up to an additional \$10,000 to educate the general public about their project. Conservation education activities may include:

- lectures
- workshops and symposia
- CD-Rom/audio visuals
- staff consultants
- materials/supplies
- publications
- exhibits

You may submit only one application each fiscal year (the Federal fiscal year runs from October through September).

To apply for a CPS grant, you must submit the enclosed application form as well as the supporting documents described on the following pages.

Prospective applicants should contact the IMLS Office of Museum Services to clarify any information contained in this booklet. Office Hours are 8:00 a.m. to 5:30 p.m. (Eastern time) Monday through Friday.

Institute of Museum and Library Services
Office of Museum Services, Room 609
1100 Pennsylvania Avenue, NW
Washington, DC 20506
<http://www.imls.gov>
(202) 606-8539

TTY (for hearing impaired people): (202) 606-8636

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Eligibility Criteria

To be eligible for IMLS support, your museum must:

- be organized as a public or private nonprofit institution that exists on a permanent basis for essentially educational or aesthetic purposes; *and*
- care for, and own or use tangible objects, whether animate or inanimate, and exhibit these objects on a regular basis through facilities which it owns or operates; *and*
- have at least one professional staff member or the full-time equivalent, whether paid or unpaid, whose primary responsibility is the acquisition, care or exhibition to the public of objects owned or used by the museum; *and*
- be open and provide museum services to the general public (an institution which exhibits objects to the general public for at least 120 days a year fulfills this requirement); *and*
- be open and provide museum services to the general public on a regular basis for at least two full years prior to the date of application to IMLS; *and*
- be located in one of the fifty States of the Union, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.

Eligibility for Education Element

- Only CPS applicants who apply for project support may apply for additional funding up to \$10,000 for educational activities that relate directly to their conservation projects.

WHO MAY APPLY

Each museum may submit only one CPS application during a given fiscal year. The following are among the types of museums that may apply:

| | |
|---|--|
| Aquariums | Historic Houses/Sites |
| Arboretums | Natural History Museums |
| Art Museums | Nature Centers |
| Botanical Gardens | Planetariums |
| Children's/Youth Museums | Science/Technology Centers |
| General Museums | Specialized Museums |
| <i>(with two or more significant disciplines)</i> | <i>(limited to a single, distinct subject)</i> |
| History Museums | Zoological Parks |

Federally operated museums may not apply for CPS funds.

MUSEUMS WITHIN MULTIPURPOSE ORGANIZATIONS

Museums located within multipurpose public or private nonprofit organizations such as municipalities, universities, historical societies, foundations, and cultural centers may apply for CPS funds. To be eligible, a museum located within a multipurpose organization must function as a discrete unit within its parent organization.

In addition, the museum must:

- have at least one full-time professional staff member, or the equivalent, paid or unpaid, whose responsibilities are solely for the museum's services and operations; *and*
- have a fully segregated and itemized operating budget within that of its parent organization; *and*
- be able to separately and distinctly fulfill *all* CPS eligibility and application requirements.

Support, auxiliary, or parent organizations that apply on behalf of museums which they own or operate or with which they are affiliated are not eligible to apply for CPS funds on their own behalf.

Information presented in the application should be *only* that of the eligible museum.

**TWO OR
MORE
MUSEUMS
CONTROLLED
BY THE
SAME
PARENT
ORGANIZATION**

If two or more museums wish to apply that are under the control of one parent multipurpose organization, have shared administrative functions, or have overlapping governing or advisory boards, IMLS requires that *each applicant museum*:

- have an independent governing or advisory body; *and*
- have a separate administrative head with full authority over the museum; *and*
- have a separately developed operating budget within the larger budget of the parent organization; *and*
- be able to fulfill all IMLS eligibility and application requirements.

Prospective applicants that cannot fulfill all of these requirements should contact IMLS to discuss their eligibility before applying. IMLS may require additional supporting documentation from the applicant in order to determine the museum's autonomy. Each eligible applicant within a single parent organization should clearly delineate its own programs and operations in the application narrative.

A parent organization controlling multiple museums that are not autonomous but are otherwise eligible may submit only one CPS application, which may be on behalf of one or more of the eligible museums.

GROUP APPLICATIONS

A group of museums may jointly apply for one grant. The groups should designate one of its member museums as the applicant, but each member must be able to satisfy, individually, all IMLS eligibility requirements. If the group receives a grant, the applicant museum will be legally responsible for the funds and for ensuring that the group carries out the project in accordance with all applicable Federal laws, regulations, and requirements. Financial statements included with the application should be those of the applicant only.

Individual participants in a group application may submit a CPS application for their own institution if and only if their commitment in resources to the group project is no more than 10% of the total project costs. However, if a group participant commits more than 10% of the total project costs to the project, and/or will directly benefit monetarily from the group project then that institution is ineligible to submit its own CPS application.

Any group application must contain a signed, group agreement. The agreement should outline each museum's role in the project and bind each participant to all statements made in the application. A sample agreement form is on page 3.6.

Group projects for training or research are not required to submit surveys of collections or environmental conditions as supporting documentation. As a group, museums may not apply for treatment or environmental improvement projects.

Call the IMLS Office of Museum Services at (202) 606-8539 prior to submitting a group project.

Grant Period

All CPS grants will be a maximum of two years. **No project may exceed two years in length.** Grant periods for the 2003 deadline may *begin* any time between May 1, 2003 and September 30, 2003. If you apply for the education component, your project activities must be completed within the same two-year time-frame.

Amount of Request

You may request up to \$50,000 for a CPS grant. If you are applying in the exceptional project category, you may apply for larger amounts, up to \$75,000 (see page 2.3). If you apply for the conservation education component you may apply for an additional \$10,000.

Matching Funds

We will pay up to one-half the cost of the project. Your match may consist of:

- cash contributions
- earned income
- equipment
- in-kind contributions
- materials and supplies

You may *not* use Federal funds as your match. In-kind contributions (such as staff time, donated services, supplies, and space) may be used as a match if you can document the donations and if the donations relate specifically to your CPS project.

In group applications, any one or several of the group members may provide the match.

How CPS Funds May *Not* Be Used

Certain expenditures are not allowable and cannot be supported with CPS funds:

- Acquisition of objects for the collection
 - Contributions to endowment funds
 - Costs of social activities, ceremonies, and other entertainment
 - Major renovation, including:
 - Major building improvements (e.g., new roofs, new foundation)
 - New construction (i.e., construction of a new building or an addition to an existing building)
 - Reconstruction of historic sites and landscapes
 - Replacement of architectural details for historical accuracy
 - Replacement of HVAC systems for an entire building
 - Permanent Staff salaries required for museum duties (unless otherwise noted)
 - Pre-award costs (costs incurred prior to the effective date of the grant)
- (note: Minor renovations may be allowed- see page 2.14)*

Costs that cannot be supported through CPS education component funds include:

- Salaries for individuals who are not major participants in this project
- General museum operations
- Any conservation activities described in your CPS grant request
- Expenses incurred outside the project period
- General conservation education
- Conservation education solely for museum staff and volunteers
- Other costs prohibited by Federal Law or regulation

Applicable government-wide cost principles are listed in Section 1180.10(a) of published IMLS Regulations and are available upon request.

Notification of Award

No information regarding the status of an application will be released until all budget applications have been reviewed and all negotiations concluded. FY2003 applicants will be notified of final decisions in April 2003. An award is not official until the grantee receives the “Grant Award Notification.”

Payment, Accounting, and Reporting Procedures

A Federal accounting office handles the payment of CPS awards. You may request cash advances or reimbursements as needed during your grant period. All payments will be made by direct deposit electronic transfer through the Department of Treasury. All grantees must submit a completed Automated Clearing House (ACH) form before funds can be transferred.

IMLS requires grantees to maintain a restricted account for funds received during the grant period. The museum does not need to maintain a separate bank account for IMLS funds; however, the grantee must establish and maintain a separate accounting category within its internal accounting system to show that the CPS award has been used only for project costs. This restricted accounting record must be adequate to satisfy normal auditing procedures.

You *may* be required to submit one or more interim performance reports; you are required to submit a final performance report and a final financial report.

Application Processing and Review

1. We select two conservation professionals to provide an independent evaluation of each CPS application.
2. We assign applications to reviewers according to the type of project, collections category, and the project summary that you provide (on the application Face Sheet, page 7.3)
3. Each reviewer reads approximately seven applications over a four-week period.
4. Reviewers evaluate each application and its supporting documentation.
5. Reviewers provide us with written evaluations and numerical scores.
6. Three panels of conservation and museum professionals meet in Washington, DC to consider the applications. They use the field reviewer evaluations (described above) to guide them in their decision-making process. The panel makes final funding recommendations.
7. The panel can recommend full funding, partial funding, or no funding.
8. Reviewers and panelists consider all eligible projects for funding but give preference to projects that address the applicant institution's highest collections care priority. They look for specific information about the project's objectives, design, methodology, financial resources, and personnel to enable them to assess the project's feasibility.
9. Staff considers all funding requests for the education component to determine whether or not an applicant's proposed educational activities relate directly to their conservation project.
10. We notify applicants of the funding decisions approximately one month following the panel meeting.
11. All applicants receive written reviewer feedback on their application.

Note: If you are not recommended for funding this deadline, we encourage you to contact IMLS to discuss revising your application for possible resubmission next deadline. Your application will compete equally with a new pool of applicants.

PART 2

**PROJECT
AND
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PROJECT AND APPLICATION REQUIREMENTS

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Eligible Projects

Conservation Project Support (CPS) was created to assist museums in developing a logical, institution-wide approach to care for their living and non-living collections. You should apply for the project that meets your institution's highest collections care needs. Turn to the designated pages (below) for detailed project descriptions and application requirements. Call us at (202) 606-8539 to discuss your project selection.

| COLLECTIONS CATEGORY | ELIGIBLE PROJECTS | PAGE # |
|---|-----------------------------|--------|
| NON-LIVING COLLECTIONS & SYSTEMATICS / NATURAL HISTORY COLLECTIONS | General Conservation Survey | 2.7 |
| | Detailed Condition Survey | 2.10 |
| | Environmental Survey | 2.12 |
| | Environmental Improvements | 2.14 |
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| LIVING PLANT COLLECTIONS | General Conservation Survey | 2.22 |
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All applications must demonstrate that the primary goal of the project is conservation care and *not* collections management or maintenance.

Exceptional Projects

Exceptional projects are those with broad-reaching effects that benefit multiple institutions. We will provide up to \$75,000 for an exceptional project. Such projects may include multiple collections categories. You may not apply for an exceptional project grant that will benefit only your own museum.

Contact IMLS at (202) 606-8539 to discuss whether or not your project qualifies as an exceptional project.

Education Component

All applicants may apply for up to an additional \$10,000 to develop and implement educational activities that relate directly to the proposed conservation project. We will support certain costs through the education component:

- Travel, lodging, meals, and other expenses necessary for project personnel to complete project activities;
- Supplies, materials, and equipment to carry out project activities;
- The purchase and production of technical information and educational materials associated with the project activities;
- The salary of principal project participants (if above and beyond their normal duties) for the time they are directly involved in the planning or implementation and evaluation and research activities at the rate they are regularly paid;
- Consultant costs related to the project.

Points to Remember

- You may use funds for the educational component to support: development of educational materials (audio or visual); hiring of temporary staff/consultants for the project; designing a project-related exhibit; lectures, workshops, symposia, and special tours. Creativity and innovation are strongly encouraged;
- You are encouraged to include in your proposal an evaluation component to track the impact of your educational activities;
- Only museums submitting CPS project grants listed on page 2.3 of the Conservation Project Support Grant Application and Guidelines are eligible to apply for the education component. All applicants must meet the IMLS eligibility requirements listed on pages 1.4-1.5 of the Guidelines;
- Educational activities may not be ongoing or continuing programs;
- Educational activities must be tied to the funded CPS proposal and may not be used for staff education or general museum operations;
- If you apply for the education component you will not be given additional preference with regard to the review of your application; likewise, if you do not apply for the education component your proposal will not be viewed less favorably;
- Please call the IMLS Office of Museum Services at (202) 606-8539 to discuss any proposed uses of conservation education funds.

Sample Education Components (2002-2001)

2002

- **Isabella Stewart Gardner Museum**, MA - \$10,000 to create a new curriculum to help teach about the Museum's Japanese screen collection including their conservation, to construct a scale model of a six-fold Japanese screen for educators, and to produce a documentary video.
- **L.C. Bates Museum**, ME - \$3,110 to disseminate information about diorama conservation via a newsletter article which will be available at the museum for the general public. Also, a public education program, an interpretive panel exhibit and docent script about the issues of conservation but focusing on diorama conservation will be developed.
- **Preservation Society of Newport County**, RI - \$10,000 to present a series of four lectures and four workshops entitled, "Preserving Your Own Historic Home," to assist the public in preserving old and/or historic buildings using the conservation practices and procedures developed by their general survey.
- **Saint Louis Art Museum**, MO - \$10,000 to create a Curriculum Activity Kit which will be loaned free of charge to K-12 teachers, and to develop two Teacher Workshops to introduce and explore conservation issues using the *Christ in Benediction* polychrome sculpture as a model.
- **Science Museum of Minnesota**, MN - \$9,849 to develop two table-top exhibitions and a video for the general public focusing on agents of deterioration of skin and fur specimens.

2001

- **Manitoga**, NY - \$4,604 for a public seminar on the conservation of 20th century industrial designer Russel Wright's home and studio.
- **Nebraska State Historical Society**, NE - \$4,369 for the development and public distribution of a booklet highlighting the importance and care of archaeological records collections. The booklet will provide the basic information necessary for proper archaeological document handling and storage.
- **Oshkosh Public Museum**, WI - \$3,330 for the design of a full color publication for the general public to improve their awareness of the importance of conservation and preservation activities.
- **Riverside Municipal Museum**, CA - \$4,435 for five workshops targeted at the general public on the conservation of cultural and geological objects, and five temporary exhibits that include museum objects illustrating principal agents of deterioration.
- **Speed Art Museum**, KY - \$10,000 to publish a booklet for public distribution that documents the findings of the technical analysis and research conducted on a richly detailed plaster mantel from an important 17th century English paneled room.
- **Zoo Atlanta**, GA - \$9,968 to develop a state-of-the-art video presentation to educate the public about gorillas, develop video interactives that allow the public to act as scientists studying gorillas, and develop general educational materials on all-male groups for distribution with the interactive to zoos participating in the study for use at their institutions.

When to Call IMLS

Call us at (202) 606-8539 with any questions you have about this grant program. We particularly encourage you to call for any of the following reasons:

- you wish to apply for a type of project *not* listed above;
- you are selecting a collections category that is *not* the museum's primary focus (such as a zoo that wants to survey its non-living collections);
- your museum's collections fall into two or more collections categories;
- your application includes two or more project types;
- you wish to apply for a general survey, but your site is part of a larger (parent) organization with multiple sites;
- you have any questions regarding supporting documentation or other application requirements.

Note: We cannot review your application prior to submission but we can discuss all of your questions with you.

You may also contact us to request

- sample CPS application narratives
- lists of former grantees including brief descriptions of their projects.

Non-Living Collections and Systematics/ Natural History Collections

GENERAL CONSERVATION SURVEY

A general conservation survey is a broad assessment of *all* of the museum's collections and environmental conditions. Its purpose is to broadly describe conditions, identify conservation problems and guide future conservation activities.

Museums that traditionally hold living animal (zoos, aquariums) and plant (gardens, arboreta) collections are also encouraged to apply for a general survey of their non-living collections. Such collections may include but are not limited to books, documents, manuscripts, maps, historic structures, and art, historical, and scientific collections.

If your museum's holdings include non-living collections or systematics/natural history collections, you should first apply for a general conservation survey of the entire museum—the building(s) and all of its (their) collections, as well as the environment. We encourage you to apply for a CPS grant to support such a survey—for most institutions, it is the logical first step toward conserving the collections.

Note: The survey report generated from a general conservation survey is identical to the survey report that results from a Conservation Assessment Program (CAP) grant. IMLS considers a CPS general survey and a CAP survey one and the same. For more information on CAP please call Heritage Preservation at (202) 634-1422.

LONG-RANGE CONSERVATION PLAN

We recommend that you work with a conservation professional to develop a long-range conservation plan as part of your general survey project. A long-range conservation plan prioritizes your collections care needs within the museum's overall resources and mission. It also can provide sound, written support for future grant proposals.

*Note: We will **not** fund projects whose sole purpose is to develop a long-range conservation plan; we will support the development of such a plan only when it is an integral and logical part of another project.*

To be competitive, your application should designate a conservation professional as the surveyor; members of your museum's curatorial staff may assist this designated leader. The final survey report should contain:

- general information about the institution
- the goals of the survey
- information on staffing, including training needs
- a description of the condition of the building, the facilities and all exhibition and storage areas
- a description of climate control and environmental conditions
- an overview of the collections, their condition and policies governing their care
- a description of any emergency preparedness plans
- recommendations for future conservation care in order of priority (used as the basis of a long-range conservation plan)
- an executive summary

Non-Living Collections & Systematics/Natural History Collections (continued)

SUPPORTING DOCUMENTATION

In addition to the enclosed grant application form, you *must* submit the following materials to apply for a general conservation survey grant:

- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants
- a sample of the survey form to be used, a sample of a similar conservation survey previously completed by your proposed consultant or conservation professional, or a brief paragraph that describes specifically what will appear on the survey form.
- If your document includes a training component, you must include a training curriculum or a separate description of the proposed training activities.

Note: All supporting documentation should include appropriate dates of creation and/or authorship.

PROJECT COSTS

We will pay for

- consultants who conduct the general survey and help develop a long-range conservation plan
- in-house staff time (curatorial or registrarial) needed to assist the surveyor(s)
- staff training in collections care

We will *not* pay for the following items, but you may use them as matching funds:

- in-house staff time needed for inventorying or cataloguing the collections if those activities are required for the general survey
 - in-house staff time used to develop an institutional plan for conservation
-

APPLICANTS THAT HAVE CONDUCTED A GENERAL CONSERVATION SURVEY

If you have completed an IMLS-funded general conservation survey (through CPS or CAP¹), you are not eligible to request funding for another general conservation survey. You may, however, request funding for the highest collections care priority identified in your general survey report or long range conservation plan. Other possible project types are listed on the following pages.

¹*Note: If you received a Conservation Assessment Program (CAP) grant at any time in the past, you have already completed a general conservation survey; consequently, you are not eligible to receive a CPS general conservation survey grant.*

If you have received a MAP grant to support a collections management assessment, you are still eligible to receive either a CAP grant or a CPS grant to conduct a general conservation survey.

Non-Living Collections & Systematics/Natural History Collections (continued)

2003 GENERAL SURVEY SAMPLES

Preservation Society of Newport County, RI (\$48,880)

To conduct a general conservation survey of the Society's extensive collection of objects and the interior decorative surfaces of 10 historic house museums.

Chrysler Museum, VA (\$24,700)

To conduct a general conservation survey of the Museum's collection of over 30,000 objects in the main museum building and two historic houses. The survey will include a general assessment of the collections, facilities and environmental conditions in the Museum's galleries and storage areas as well as museum practices, policies and plans that affect collections care.

DETAILED CONDITION SURVEY

A detailed condition survey is a systematic, item-by-item examination of all or part of a museum's collections. This type of survey can help your museum in various ways, such as

- identifying conservation problems specific to a particular collection or object, including the need for treatment;
- identifying priorities; *and*
- indicating the resources and time necessary to address the problems.

A detailed condition survey must be conducted by a conservation professional and should involve other appropriate museum staff.

SUPPORTING DOCUMENTATION

In addition to the enclosed grant application form, you *must* submit the following materials to apply for a detailed condition survey grant:

- general conservation survey report or CAP survey. If you do not have a General Conservation Survey or CAP survey, please contact IMLS at (202) 606-8539 immediately.

Note: Instead of your entire general survey, you may submit only the executive summary and pertinent parts of your general survey.

- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants
- a sample of the survey form to be used or a sample of similar conservation survey previously completed by proposed consultant or conservation professional
- if your document includes a training component, you must include a training curriculum or a separate description of the proposed training activities.

Note: All supporting documentation should include appropriate dates of creation and/or authorship.

To further strengthen your application, we recommend that you also submit

- a long-range conservation plan

PROJECT COSTS

We will pay for

- the cost of consultants needed to conduct the survey
- staff training in collections care
- basic environmental monitoring equipment and conservation supplies if these items will be used in conjunction with your survey (you will be reviewed on the basis of the latest technical information regarding appropriate equipment and supplies). Explain why you need the equipment and supplies and how you determined which equipment and supplies are appropriate to your project; state who will be responsible for installing and monitoring any equipment.

We will *not* pay for the following items, but you may use them as matching funds:

- in-house staff time needed for conducting the survey or inventorying or cataloguing the collections if those activities are required for the survey

Non-Living Collections & Systematics/Natural History Collections (continued)

2002 DETAILED CONDITION SURVEY SAMPLES

Elvehjem Museum of Art, WI (\$35,322)

To conduct a detailed condition survey of 370 modern and contemporary paintings from the permanent collection of over 16,000 works of art.

Historic St. Mary's City, MD (\$17,100)

To conduct a detailed condition survey of artifacts from one of the most significant archaeological collections of 17th century English colonial material in the United States. These artifacts were recovered prior to 1987, the first discovered and most at-risk portion of the Museum's collection.

Non-Living Collections & Systematics/Natural History Collections (continued)

ENVIRONMENTAL SURVEY

You may apply for funds to survey environmental conditions in exhibition or storage areas. An environmental survey can help your museum in various ways, such as

- identifying specific environmental problems;
- setting priorities for making environmental improvements; *and*
- recommending specific solutions for correcting environmental problems.

An environmental survey must be conducted by a conservation professional and should involve other appropriate museum staff. Other types of consultants should be included as needed.

SUPPORTING DOCUMENTATION

In addition to the enclosed grant application form, you *must* submit the following materials to apply for an environmental survey grant:

- general conservation survey report or CAP survey. If you do not have a General Conservation Survey or CAP survey, please contact IMLS at (202) 606-8539 immediately.

Note: Instead of your entire general survey, you may submit only the executive summary and pertinent parts of your general survey.

- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants
- a sample of the survey form to be used or a sample of similar conservation survey previously completed by proposed consultant or conservation professional
- if your document includes a training component, you must include a training curriculum or a separate description of the proposed training activities.

Note: All supporting documentation should include appropriate dates of creation and/or authorship.

To further strengthen your application, we recommend that you also submit

- a long-range conservation plan

PROJECT COSTS

We will pay for

- the cost of consultants needed to conduct the survey
- basic environmental monitoring equipment and conservation supplies if these items will be used in conjunction with your survey (you will be reviewed on the basis of the latest technical information regarding appropriate equipment and supplies). Explain why you need the equipment and supplies and how you determined which equipment and supplies are appropriate to your project; state who will be responsible for installing and monitoring any equipment.
- staff training in collections care

We will *not* pay for the following items, but you may use them as matching funds:

- in-house staff time needed for conducting the survey

Non-Living Collections & Systematics/Natural History Collections (continued)

2002 ENVIRONMENTAL SURVEY SAMPLE

Biedenharn Museum and Gardens, LA (\$14,076)

To conduct an environmental survey in the Joseph Biedenharn Home by purchasing monitoring equipment to measure and evaluate ultraviolet and visible light conditions, humidity and temperature. Also, to install light filtering film on the windows to lower the amount of harmful light entering the building.

ENVIRONMENTAL IMPROVEMENTS

Non-Living Collections & Systematics/Natural History Collections (continued)

You may request funds to monitor or improve environmental conditions to safeguard your collections. We support projects that will stabilize materials or improve and/or stabilize climatic conditions—e.g., light, temperature, humidity, vibration, mold/fungus, pests and air pollutants. Such projects might involve the purchase of supplies, materials, and equipment to rehouse and reframe collection, and upgrading storage facilities and holding and exhibition areas.

SUPPORTING DOCUMENTATION

In addition to the enclosed grant application form, you *must* submit the following materials to apply for an environmental improvement grant:

- general conservation survey report or CAP survey. If you do not have a General Conservation Survey or CAP survey, please contact IMLS at (202) 606-8539 immediately.

Note: Instead of your entire general survey, you may submit only the executive summary and pertinent parts of your general survey.

- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants
- if your document includes a training component, you must include a training curriculum or a separate description of the proposed training activities.

Note: All supporting documentation should include appropriate dates of creation and/or authorship.

To further strengthen your application, we recommend that you also submit

- any previous survey reports of environmental conditions
- a long-range conservation plan
- product literature and comparative bids for major purchases or contracts
- photographs of environment to be improved
- any building structure reports

Note: We may ask you to provide documentation assuring compliance with Section 106 of the National Historic Preservation Act of 1966.

PROJECT COSTS

We will pay for

- basic environmental monitoring equipment and conservation supplies if these items will be used in conjunction with your project (you will be reviewed on the basis of the latest technical information regarding appropriate equipment and supplies). Explain why you need the equipment and supplies and how you determined which equipment and supplies are appropriate to your project. State who will be responsible for installing and monitoring any equipment; if staff will be responsible, describe how they will be trained to do the work properly.
- *minor* alterations, additions, repairs to and stabilization of an existing facility if such activities are related to your conservation project
- micro environments for an object or room (e.g., storage)
- staff training in collections care

Non-Living Collections & Systematics/Natural History Collections (continued)

We will *not* pay for the following items, but you may use them as all or part of your matching funds:

- in-house staff time on the project
-

We will *not* fund a project

- whose goals are primarily aesthetic or educational;
- to upgrade or install security or fire suppression systems;
- involving the installation or purchase of heating, ventilation, and air conditioning (HVAC) systems for an entire museum; *or*
- involving major renovation, including
 - new construction (i.e., construction of a new building or an addition to an existing building);
 - major building improvements (e.g., new roof, new foundation);
 - reconstruction of historic sites and landscapes;
 - replacement of architectural details for historical accuracy.

2002 ENVIRONMENTAL IMPROVEMENTS SAMPLES

University of Kansas Museum of Anthropology, KS (\$36,179)

To purchase and install new storage equipment and materials to rehouse the Museum's Paleo-Indian Faunal Collection, consisting of bison remains from ten bison bonebed processing and kill sites from the central and southern Great Plains that date between 8,000-11,000 years ago.

William Pryor Letchworth Museum, NY (\$2,950)

To purchase and install solar control film on the windows of the Letchworth Museum, which houses the collections and papers of William Pryor Letchworth, an early 20th century naturalist, preservationist, collector, and philanthropist. This will reduce ultraviolet exposure on the display and archival material. Also, window shading fabric will be installed to control natural whole light.

Non-Living Collections & Systematics/Natural History Collections (continued)

TREATMENT

You may request funds to conserve, preserve, or stabilize collections and historic structures. Your museum must legally own any object you intend to treat using IMLS funding.

You must submit complete treatment proposals for all objects you wish to treat. Treatment proposals must be prepared by a conservation professional and should include:

- identification of the objects;
- a full description of the objects' current conditions;
- anticipated treatment costs; *and*
- precise recommendations for treatment, including suggested materials and techniques.

Note: We will not accept condition reports or treatment proposals prepared by curatorial or registrarial staff.

If your application is for treatment of a large group of objects which are homogeneous in period or media, you do not have to submit specific condition reports and treatment proposals on each object; however, you should submit a conservator's report on the entire group, listing each object.

SUPPORTING DOCUMENTATION

In addition to the enclosed grant application form, you *must* submit the following materials to apply for a treatment grant:

- general conservation survey report or CAP survey. If you do not have a General Conservation Survey or CAP survey, please contact IMLS at (202) 606-8539 immediately.

Note: Instead of your entire general survey, you may submit only the executive summary and pertinent parts of your general survey.

- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants
- detailed condition reports for each object (or group of like objects)
- detailed treatment proposals for each object (or group of like objects)
- visual documentation of object(s) to be conserved (e.g. slides, photographs, videos, publications)
- if your document includes a training component, you must include a training curriculum or a separate description of the proposed training activities.

Note: All supporting documentation should include appropriate dates of creation and/or authorship.

To further strengthen your application, we strongly recommend that you also submit

- a long-range conservation plan
- any building structure reports

Note: We may ask you to provide documentation assuring compliance with Section 106 of the National Historic Preservation Act of 1966.

Non-Living Collections & Systematics/Natural History Collections (continued)

PROJECT COSTS

We will pay for

- project personnel that are not on your museum's permanent staff
- basic environmental monitoring equipment and conservation supplies if these items will be used in conjunction with your project (you will be reviewed on the basis of the latest technical information regarding appropriate equipment and supplies). Explain why you need the equipment and supplies and how you determined which equipment and supplies are appropriate to your project. State who will be responsible for installing and monitoring any equipment; if staff will be responsible, describe how they will be trained to do the work properly.
- *minor* alterations, repairs to and stabilization of an existing structure if such activities are related to your conservation project
- in-house staff time (including that of staff conservators) spent on project activities—if you can demonstrate that the activities are above and beyond your staff's normal duties
- staff training in collections care

We will *not* pay for the following items, but you may use them as matching funds:

- in-house staff time (including that of staff conservators) spent on project activities that are *not* above and beyond your staff's normal duties
 - staff time spent traveling to conservation facilities or consulting with conservation professionals
-

Note: We will not provide funds to treat objects needed for an upcoming exhibition unless you can demonstrate that such work is your museum's highest collections care priority.

We will *not* fund a treatment project

- whose goals are primarily aesthetic or educational;
- involving the installation of security or fire suppression systems;
- involving the installation or purchase of heating, ventilation, and air conditioning (HVAC) systems for an entire museum; *or*
- involving major renovation, including
 - new construction (i.e., construction of a new building or an addition to an existing building);
 - major building improvements (e.g., new roof, new foundation);
 - reconstruction of historic sites and landscapes;
 - replacement of architectural details for historical accuracy.

2002 TREATMENT SAMPLES

Indian Arts Research Center, NM (\$50,000)

To treat kachinas and other carved figures within the Center's collection. The kachina collection dates from the early 1900's through the 1960's and are primarily Hopi, but also Zuni Pueblo, Acoma Pueblo, San Juan Pueblo, Navajo, and Apache.

Birmingham Museum of Art, AL (\$50,000)

To treat one important 18th century Japanese 6-panel folding screen, one Korean 8-panel folding screen by Chang Sung-op, four Korean hanging scrolls dated 1861 and entitled, *The Nine Cloud Dream*, and two 18th century Korean mounted panel landscape paintings.

Non-Living Collections & Systematics/Natural History Collections (continued)

RESEARCH

For museums with the resources to conduct innovative conservation research projects with potential benefits to the field of conservation, IMLS does not require you to identify this project as your museum's highest collections care priority.

You may request funds to conduct research to:

- add new knowledge in the conservation and preservation of materials
- develop more efficient or effective conservation techniques or training methods
- investigate techniques to improve collection environments
- develop significant information to inform or direct a specific conservation treatment

Your application narrative should describe:

- how this research project relates to all other conservation activities at your museum at this time;
- how the research relates to allied current research at your museum and elsewhere;
- plans to disseminate the research results; and
- the likely success of the project (you should provide a summary of successful, completed research).

SUPPORTING DOCUMENTATION

In addition to the enclosed application form, you must submit the following materials to apply for a research grant:

- general conservation survey report or CAP survey. If you do not have a General Conservation Survey or CAP survey, please contact IMLS at (202) 606-8539 immediately.

Note: Instead of your entire general survey, you may submit only the executive summary and pertinent parts of your general survey)

- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants
- if your document includes a training component, you must include a training curriculum or a separate description of the proposed training activities.

Note: All supporting documentation should include appropriate dates of creation and/or authorship.

To further strengthen your application, we recommend that you also submit

- publications of previous research results
- a long-range conservation plan

PROJECT COSTS

We will pay for

- research consultants
- in-house staff time—if you can demonstrate that the proposed activities are above and beyond the staff's normal duties

Non-Living Collections & Systematics/Natural History Collections (continued)

- basic environmental monitoring equipment and conservation supplies if these items will be used in conjunction with your project (you will be reviewed on the basis of the latest technical information regarding appropriate equipment and supplies). Explain why you need the equipment and supplies and why they are appropriate to your project. State who will be responsible for installing and monitoring any equipment; if staff will be responsible, describe how they will be trained to do the work properly.
- Staff training in collections care

We will *not* pay for the following items, but you may use them as matching funds:

- In-house staff time on the project that is not above and beyond the staff's normal duties
-

2001 RESEARCH SAMPLES

Speed Art Museum, KY (\$29,139)

To conduct a technical paint analysis on a richly detailed plaster mantel from an important 17th century English paneled room. Also, related architectural and documentary research will be conducted.

Manitoga, NY (\$53,373)

To conduct research to develop new and innovative techniques to repair the original roof and deteriorated elements of the studio of Russel Wright (1904-1976), one of the most influential American industrial designers of the 20th century.

Non-Living Collections & Systematics/Natural History Collections (continued)

TRAINING

You may request funds to train staff (including volunteers and interns) in all areas and at all levels of conservation and collections care. We support training of non-conservation staff in preventive maintenance and collections care. Examples of allowable projects include:

- training museum staff in basic collections care techniques
- sending a staff member to a workshop or seminar
- supporting a conservation internship or fellowship

You must state how the training fits into your museum's overall conservation plan.

You must also demonstrate that the individuals providing the training are fully qualified, and outline how the trainees will use the acquired knowledge and skills to improve collections care.

SUPPORTING DOCUMENTATION

In addition to the enclosed grant application form, you *must* submit the following materials to apply for a training grant:

- general conservation survey report or CAP survey. If you do not have a General Conservation Survey or CAP survey, please contact IMLS at (202) 606-8539 immediately.

Note: Instead of your entire general survey, you may submit only the executive summary and pertinent parts of your general survey.

- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants
- training curriculum/syllabus

Note: All supporting documentation should include appropriate dates of creation and/or authorship.

To further strengthen your application, we recommend that you also submit

- a long-range conservation plan

PROJECT COSTS

We will pay for

- conservation workshops or seminars
- travel to training workshops
- educational materials
- hiring consultants to conduct training
- internship/fellowship stipends

We will *not* pay for the following items, but you may use them as matching funds:

- salaries of staff members for the time they are involved in training

Non-Living Collections & Systematics/Natural History Collections (continued)

2002 TRAINING SAMPLE

Jefferson Patterson Park and Museum, MD (\$47,640)

To establish two sequential 12-month conservation internships that will include conservation assessments of collections, treatment of artifacts, collections management, environmental monitoring, documentation, and analysis.

Living Plant Collections

WE WILL SUPPORT THE CARE OF LIVING PLANT COLLECTIONS IN MUSEUMS SUCH AS ARBORETUMS, BOTANICAL GARDENS, HISTORIC SITES AND NATURE CENTERS.

WE WILL ALSO SUPPORT THE CARE OF NON-LIVING COLLECTIONS IN THESE MUSEUMS. THERE ARE MANY MUSEUMS (GARDENS, ARBORETA) WHOSE FOCUS IS THE CARE AND EXHIBITION OF LIVING PLANT COLLECTIONS. HOWEVER, MANY OF THESE INSTITUTIONS MAINTAIN LARGE, IMPORTANT NON-LIVING COLLECTIONS INCLUDING: BOOKS, DOCUMENTS AND MANUSCRIPTS AS WELL AS ART, HISTORICAL AND SCIENTIFIC COLLECTIONS THAT ARE IN DANGER OF BEING DESTROYED DUE TO IMPROPER CARE. ADDITIONALLY, MANY GARDENS AND ARBORETA MAINTAIN HISTORIC STRUCTURES THAT SUFFER FROM POOR ENVIRONMENTAL CONTROLS OR ARE IN VARYING STATES OF DISREPAIR AND FACE POTENTIAL RUIN. AN IMLS CPS GENERAL SURVEY CAN ASSIST GARDENS AND ARBORETA TO IDENTIFY EXISTING AND POTENTIAL PROBLEMS WITH THESE IMPORTANT YET OFTEN OVERLOOKED COLLECTIONS. THEREFORE, IMLS STRONGLY ENCOURAGES GARDENS AND ARBORETA TO CONSIDER APPLYING FOR A GENERAL SURVEY OF THEIR NON-LIVING COLLECTIONS AND WORK TOWARDS THE DEVELOPMENT OF A LONG-RANGE CONSERVATION PLAN TO BEGIN THE PROCESS OF CARING FOR THESE COLLECTIONS. PLEASE REFER TO PAGE 2.7 FOR MORE INFORMATION ABOUT THE GENERAL CONSERVATION SURVEY.

Note: If you have had a General Conservation Survey or CAP survey of your living plant collections, please contact IMLS at (202) 606-8539 first regarding project eligibility.

GENERAL CONSERVATION SURVEY

A general conservation survey is a broad assessment of *all* of the museum's collections and environmental conditions. Its purpose is to broadly describe conditions, identify conservation problems and guide future conservation activities.

If your museum's holdings include living plant collections, you should first apply for a general conservation survey of the entire museum—the grounds, the facilities and all of the collections. We encourage you to apply for a CPS grant to support such a survey—it is the logical first step toward conserving living plant collections.

LONG-RANGE CONSERVATION PLAN

We recommend that you develop a long-range conservation plan as part of your general survey project. A long-range conservation plan prioritizes your conservation needs and provides sound, written support for future grant proposals.

*Note: We will **not** fund projects whose sole purpose is to develop a long-range conservation plan; we will support the development of such a plan only when it is an integral and logical part of another project.*

To be acceptable to IMLS, a conservation professional (i.e., a horticulturist or plant propagator with specific expertise) must conduct the survey, but should be assisted by the museum's curatorial staff.

Living Plant Collections (continued)

The final survey report should contain

- general information about the institution
- the goals of the survey
- information on staffing, including training needs
- a description of the condition of all managed areas, including the building(s), grounds, facilities and all exhibition/display and storage or processing areas
- a description of climate control and environmental conditions
- an overview of the collections, their condition and policies governing their care
- a description of any emergency preparedness plans
- recommendations for future conservation care in order of priority (used as the basis of a long-range conservation plan)
- an executive summary

SUPPORTING DOCUMENTATION

In addition to the enclosed grant application form, you *must* submit the following materials to apply for a general conservation survey grant:

- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants
- a sample survey form to be used, a sample of a similar conservation survey previously completed by your proposed consultant or conservation professional, or a brief paragraph that describes specifically what will appear on the survey form.
- if your document includes a training component, you must include a training curriculum or a separate description of the proposed training activities.

Note: All supporting documentation should include appropriate dates of creation and/or authorship.

To further strengthen your application, we recommend that you also submit

- any previous conservation surveys conducted at the museum
- sample of survey form to be used or sample of similar conservation survey previously completed by proposed consultant or conservation professional

PROJECT COSTS

We will pay for

- consultants who conduct the general survey
- in-house staff time (curatorial, registrarial or collections maintenance) needed to assist the surveyor(s).
- staff training in collections care

We will *not* pay for the following items, but you may use them as matching funds:

- in-house staff time needed for inventorying or cataloguing the collections if those activities are required for the general survey
- in-house staff time used to develop a long range conservation plan

Living Plant Collections (continued)

APPLICANTS THAT HAVE CONDUCTED A GENERAL CONSERVATION SURVEY

If you have completed an IMLS-funded general conservation survey (through CPS or CAP¹), you may not request funding for another general conservation survey. You may, however, request funding for the highest collections care priority identified in your general survey report or long-range conservation plan. Other possible project types are listed on the following pages.

¹Note: If you received a Conservation Assessment Program (CAP) grant at any time in the past, you have already completed a general conservation survey; consequently, you are not eligible to receive a CPS general conservation survey grant.

If you have received a MAP grant to support a collections management assessment, however, you are still eligible to receive either a CAP grant or a CPS grant to conduct a general conservation survey.

2002 GENERAL CONSERVATION SURVEY SAMPLE

Chicago Botanic Garden, IL (\$12,456)

To conduct a general conservation survey of the Garden's living plant collection. The survey will be an important step in the Garden's overall planning and collections care activities.

DETAILED CONDITION SURVEY

Living Plant Collections (continued)

A detailed condition survey is a systematic, item-by-item examination of all or part of a museum's collections. This type of survey can help your museum in various ways, such as

- identifying conservation problems specific to a particular collection or specimen, including the need for treatment;
- identifying priorities; *and*
- indicating the resources and time necessary to address the problems.

SUPPORTING DOCUMENTATION

In addition to the enclosed grant application form, you *must* submit the following materials to apply for a detailed condition survey grant:

- general conservation survey report or CAP survey. If you do not have a General Conservation Survey or CAP survey, please contact IMLS at (202) 606-8539 immediately.

Note: Instead of your entire general survey, you may submit only the executive summary and pertinent parts of your general survey.

- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been selected)
- letters of commitment from project consultants
- if your document includes a training component, you must include a training curriculum or a separate description of the proposed training activities.

Note: All supporting documentation should include appropriate dates of creation and/or authorship.

To further strengthen your application, we recommend that you also submit

- a sample of survey form to be used or a sample of similar conservation survey previously completed by proposed consultant or conservation professional
- a long-range conservation plan
- a collections management policy

PROJECT COSTS

We will pay for

- the cost of consultants needed to assist in the survey
- staff training in collections care
- basic environmental monitoring equipment and conservation supplies if these items will be used in conjunction with your survey (you will be reviewed on the basis of the latest technical information regarding appropriate equipment and supplies). Explain why you need the equipment and supplies and how you determined which equipment and supplies are appropriate to your project; state who will be responsible for installing and monitoring any equipment.

We will *not* pay for the following items, but you may use them as matching funds:

- in-house staff time needed for conducting the survey or inventorying or cataloguing the collections if those activities are required for the survey

Living Plant Collections (continued)

2000 DETAILED CONDITION SURVEY SAMPLE

Awbury Arboretum, PA (\$24,600)

To conduct a detailed condition survey of the Arboretum's historically significant woody plant collection that forms an intact 19th century landscape originally developed by the Cope Family.

**ENVIRONMENTAL
SURVEY****Living Plant Collections (continued)**

You may request funds to survey environmental conditions in exhibition/display or storage areas, or other areas where collections are housed. An environmental survey can help your museum in various ways, such as

- identifying specific environmental problems;
- setting priorities for making environmental improvements;
- recommending specific solutions for correcting environmental problems; *and*
- mapping of living collections.

An environmental survey must be conducted by a conservation professional and should involve other appropriate museum staff. Other types of consultants should be included as needed.

SUPPORTING DOCUMENTATION

In addition to the enclosed grant application form, you *must* submit the following materials to apply for an environmental survey grant:

- general conservation survey report or CAP survey. If you do not have a General Conservation Survey or CAP survey, please contact IMLS at (202) 606-8539 immediately.

Note: Instead of your entire general survey, you may submit only the executive summary and pertinent parts of your general survey.

- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants

To further strengthen your application, we recommend that you also submit

- a sample of survey form to be used or a sample of similar conservation survey previously completed by proposed consultant or conservation professional
- a long-range conservation plan
- a collections management policy
- if your document includes a training component, you must include a training curriculum or a separate description of the proposed training activities.

Note: All supporting documentation should include appropriate dates of creation and/or authorship.

PROJECT COSTS**We will pay for**

- the cost of consultants needed to perform the survey
- basic environmental monitoring equipment and conservation supplies if these items will be used in conjunction with your survey (you will be reviewed on the basis of the latest technical information regarding appropriate equipment and supplies). Explain why you need the equipment and supplies and how you determined which equipment and supplies are appropriate to your project; state who will be responsible for installing and monitoring any equipment.
- staff training in collections care

Living Plant Collections (continued)

We will *not* pay for the following items, but you may use them as all or part of your matching funds:

- in-house staff time needed to assist in the survey
-

2002 ENVIRONMENTAL SURVEY SAMPLE

Scott Arboretum of Swarthmore College, PA (\$46,365)

To produce and install newly qualified accession labels for every living woody specimen in the Arboretum's collections. This is an essential element to the ongoing computerized mapping of the Arboretum's collections using newly acquired GPS+GLONASS equipment and mapping software, BG-Map.

ENVIRONMENTAL IMPROVEMENTS

Living Plant Collections (continued)

You may request funds to monitor or improve environmental conditions to safeguard your collections. We support projects to stabilize materials or improve and/or stabilize conditions such as light, temperature, humidity, vibration, mold/fungus, pests and air pollutants. Such projects might involve the purchase of supplies, materials, and equipment to rehouse the collection, and upgrading storage facilities and holding and exhibition areas.

SUPPORTING DOCUMENTATION

In addition to the enclosed grant application form, you *must* submit the following materials to apply for an environmental improvement grant:

- general conservation survey report or CAP survey. If you do not have a General Conservation Survey or CAP survey, please contact IMLS at (202) 606-8539 immediately.

Note: Instead of your entire general survey, you may submit only the executive summary and pertinent parts of your general survey.

- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants
- if your document includes a training component, you must include a training curriculum or a separate description of the proposed training activities.

Note: All supporting documentation should include appropriate dates of creation and/or authorship.

To further strengthen your application, we recommend that you also submit

- any previous surveys of environmental conditions
- a long range conservation plan
- product literature and comparative bids for major purchases or contracts
- photographs of environment to be improved
- a collections management policy

PROJECT COSTS

We will pay for

- basic environmental monitoring equipment and conservation supplies if these items will be used in conjunction with your project (you will be reviewed on the basis of the latest technical information regarding appropriate equipment and supplies). Explain why you need the equipment and supplies and how you determined which equipment and supplies are appropriate to your project. State who will be responsible for installing and monitoring any equipment; if staff will be responsible, describe how they will be trained to do the work properly.
- only those improvements (such as *minor* renovations) that relate directly to the perpetuation of the species involved in the project
- staff training in collections care

We will *not* pay for the following items, but you may use them as all or part of your matching funds:

- in-house staff time on the project

Living Plant Collections (continued)

We will *not* fund a project

- whose goals are primarily aesthetic or educational;
- to upgrade or install security or fire suppression systems; *or*
- involving the installation or purchase of heating, ventilation, and air conditioning (HVAC) systems for an entire museum
- involving major renovation, including
 - new construction (i.e., construction of a new building or an addition to an existing building);
 - major building improvements (e.g., new roof, new foundation);
 - reconstruction of historic sites and landscapes;
 - replacement of architectural details for historical accuracy.

2002 ENVIRONMENTAL IMPROVEMENTS SAMPLES

Morton Arboretum, IL (\$37,831)

To install a Geographic Information System (GIS) and an Electronic Total Station (ETS) to provide better management and conservation of plants in the Arboretum's collections by giving them the capability to produce maps and reports that combine horticultural, descriptive, and inventory information with site, environmental, and planning information.

McLaughlin Foundation, Garden, and Horticultural Center, ME (\$15,846)

To purchase and install a zoned, garden-wide irrigation system to replace the original 1936 ground-level irrigation system. This new system will provide more thorough and consistent care of the three acre Garden's collections.

Living Plant Collections (continued)

TREATMENT

You may request funds to conserve, preserve, or stabilize collections. Your museum must legally own any specimen you intend to treat with IMLS funding.

You must submit complete treatment proposals for all specimens you wish to treat. Treatment proposals should include:

- identification of the specimens;
- a full description of the specimens' current conditions;
- anticipated treatment costs; *and*
- precise recommendations for treatment, including suggested materials and techniques.

If your application is for treatment of a large group of homogeneous specimens, you do not have to submit specific condition reports on each specimen; however, you should submit a conservation professional's report on the entire group, listing each specimen.

SUPPORTING DOCUMENTATION

In addition to the enclosed grant application form, you *must* submit the following materials to apply for a treatment grant:

- general conservation survey report or CAP survey. If you do not have a General Conservation Survey or CAP survey, please contact IMLS at (202) 606-8539 immediately.

Note: Instead of your entire general survey, you may submit only the executive summary and pertinent parts of your general survey.

- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants
- if your document includes a training component, you must include a training curriculum or a separate description of the proposed training activities.

Note: All supporting documentation should include appropriate dates of creation and/or authorship.

To further strengthen your application, we recommend that you also submit

- visual documentation of condition of representative specimen(s)
- a long-range conservation plan
- a collections management policy

PROJECT COSTS

We will pay for

- conservation personnel that are not on your museum's staff
- in-house staff time (including that of staff conservation professionals) spent on project activities—if you can demonstrate that the activities are above and beyond your staff's normal duties

Living Plant Collections (continued)

- basic environmental monitoring equipment and conservation supplies if these items will be used in conjunction with your project (you will be reviewed on the basis of the latest technical information regarding appropriate equipment and supplies). Explain why you need the equipment and supplies and how you determined which equipment and supplies are appropriate to your project. State who will be responsible for installing and monitoring any equipment; if staff will be responsible, describe how they will be trained to do the work properly.
- staff training in collections care

We will *not* pay for the following items, but you may use them as matching funds:

- in-house staff time (including that of staff conservation professionals) spent on project activities that are *not* above and beyond your staff's normal duties
 - staff time spent traveling to conservation facilities or consulting with conservation professionals
-

Note: We will not provide funds to treat specimens needed for an upcoming exhibition/display unless you can demonstrate that such work is your museum's highest collections care priority.

2002 TREATMENT SAMPLE

Cincinnati Zoo and Botanical Garden, OH (\$75,000)

A collaboration with the Center for Plant Conservation (CPC) to address reproductive and conservation problems of 33 highly endangered plant species held in the CPC's National Collection of Endangered Plants, in order to revive populations and provide material for research and germplasm storage.

Living Plant Collections (continued)

RESEARCH

You may request funds to

- add new knowledge in the conservation and preservation of collections
- develop more efficient or effective conservation techniques or training methods
- investigate techniques to improve collection environments and/or long-term seed storage

Your application narrative should describe

- how the research relates to your museum's ongoing conservation activities;
- how the research relates to allied current research at your museum and elsewhere;
- plans to disseminate the research results;
- the likely success of the project (you should provide a summary of successful, completed research); *and*
- the usefulness to other institutions and impact on survival/conservation of the species involved.

SUPPORTING DOCUMENTATION

In addition to the enclosed grant application form, you *must* submit the following materials to apply for a research grant:

- general conservation survey report or CAP survey. If you do not have a General Conservation Survey or CAP survey, please contact IMLS at (202) 606-8539 immediately.

Note: Instead of your entire general survey, you may submit only the executive summary and pertinent parts of your general survey.

- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants
- if your document includes a training component, you must include a training curriculum or a separate description of the proposed training activities.

Note: All supporting documentation should include appropriate dates of creation and/or authorship.

To further strengthen your application, we recommend that you also submit

- publications of previous research results
- a long-range conservation plan
- a collections management policy
- *for international projects*, appropriate letters of support or endorsement

PROJECT COSTS

We will pay for

- research consultants
- in-house staff time—if you can demonstrate that the proposed activities are above and beyond the staff's normal duties
- basic environmental monitoring equipment and conservation supplies if these items will be used in conjunction with your project (you will be reviewed on the basis of the latest technical information regarding appropriate equipment and supplies). Explain why you need the equipment and supplies and how you determined which equipment and supplies are appropriate to your project. State who will be responsible for installing and monitoring any equipment; if staff will be responsible, describe how they will be trained to do the work properly.

Living Plant Collections (continued)

- staff training in collections care
- travel

We will *not* pay for the following items, but you may use them as matching funds:

- in-house staff time on the project that is *not* above and beyond the staff's normal duties
 - acquisition of additional individuals of a species already represented in your collection (when necessary for your research project)—your application should explain why the acquisition is necessary for the project
-

We will *not* fund a research project

- involving plants that are not already represented in your collection
- that is primarily international in scope
- involving the reintroduction of species into the wild

2002 RESEARCH SAMPLE

Harold L. Lyon Arboretum, HI (\$50,000)

To develop, improve and/or refine new or existing micropropagation techniques and protocols, and new or existing in vitro storage techniques to expand the scope of micropropagation as a tool in the recovery and germplasm storage of five of Hawaii's most critically endangered plant species.

Living Plant Collections (continued)

TRAINING

You may request funds to train staff (including volunteers and interns) in all areas and at all levels of conservation care. Examples of allowable projects include

- training museum staff in basic collections care techniques
- sending a staff member to a workshop or seminar
- supporting a conservation internship or fellowship

You must state how the training fits into your museum's overall conservation plan.

You must also demonstrate that the individuals providing the training are fully qualified, and outline how the trainees will use the acquired knowledge and skills to improve collections care.

SUPPORTING DOCUMENTATION

In addition to the enclosed grant application form, you *must* submit the following materials to apply for a training grant:

- general conservation survey report or CAP survey. If you do not have a General Conservation Survey or CAP survey, please contact IMLS at (202) 606-8539 immediately.

Note: Instead of your entire general survey, you may submit only the executive summary and pertinent parts of your general survey.

- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants
- description of training curriculum

To further strengthen your application, we recommend that you also submit

- a long-range conservation plan
- a collections management policy

PROJECT COSTS

We will pay for

- conservation workshops or seminars
- travel to training workshops
- educational materials
- hiring consultants to conduct training
- internship/fellowship stipends

We will *not* pay for the following items, but you may use them as matching funds:

- salaries of staff members for the time they are involved in training
-

1997 TRAINING SAMPLE

Matthaei Botanical Garden, MI (\$25,688)

To train a conservation intern and enhance the capabilities of the collection supervisors in basic collection conservation concepts and methods.

Living Animal Collections

WE WILL SUPPORT THE CARE OF LIVING ANIMAL COLLECTIONS IN MUSEUMS SUCH AS ZOOS, NATURE CENTERS, AND AQUARIUMS.

WE WILL ALSO SUPPORT THE CARE OF NON-LIVING COLLECTIONS IN THESE MUSEUMS. THERE ARE MANY MUSEUMS (ZOOS, AQUARIUMS) WHOSE FOCUS IS THE CARE AND EXHIBITION OF LIVING ANIMAL COLLECTIONS. HOWEVER, MANY OF THESE INSTITUTIONS MAINTAIN LARGE, IMPORTANT NON-LIVING COLLECTIONS INCLUDING: BOOKS, DOCUMENTS AND MANUSCRIPTS AS WELL AS ART, HISTORICAL AND SCIENTIFIC COLLECTIONS THAT ARE IN DANGER OF BEING DESTROYED DUE TO IMPROPER CARE. ADDITIONALLY, MANY ZOOS AND AQUARIUMS MAINTAIN HISTORIC STRUCTURES THAT SUFFER FROM POOR ENVIRONMENTAL CONTROLS OR ARE IN VARYING STATES OF DISREPAIR AND FACE POTENTIAL RUIN. AN IMLS CPS GENERAL SURVEY CAN ASSIST ZOOS AND AQUARIUMS TO IDENTIFY EXISTING AND POTENTIAL PROBLEMS WITH THESE IMPORTANT YET OFTEN OVERLOOKED COLLECTIONS. THEREFORE, IMLS STRONGLY ENCOURAGES ZOOS AND AQUARIUMS TO CONSIDER APPLYING FOR A GENERAL SURVEY OF THEIR NON-LIVING COLLECTIONS AND WORK TOWARDS THE DEVELOPMENT OF A LONG-RANGE CONSERVATION PLAN TO BEGIN THE PROCESS OF CARING FOR THESE COLLECTIONS. PLEASE REFER TO PAGE 2.7 FOR MORE INFORMATION ABOUT THE GENERAL CONSERVATION SURVEY.

RESEARCH

We support basic and applied research dealing with captive populations of endangered species that enhance the probabilities of survival of those taxa. Proposed research projects should be designed to be of maximum benefit to the collection and the species under study. Projects should not compromise the health or well-being of captive or wild populations. (Please note compliance with the Animal Welfare Act in IMLS Assurances)

You may request research funds to:

- add new knowledge of species preservation techniques
- develop more efficient or effective conservation techniques or training methods
- investigate techniques to improve collection environments

Your application narrative should describe:

- how the research relates to your museum's ongoing conservation activities
- how the research relates to allied current research at your museum and elsewhere
- whether or not the project is a conservation priority among coordinated national efforts
- plans to disseminate the research results
- the likely success of the project (you should provide a summary of successful, completed research).

SUPPORTING DOCUMENTATION

In addition to the enclosed grant application form, you *must* submit the following materials to apply for a research grant:

- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants
- bibliography of literature search (alphabetical)

Living Animal Collections (continued)

- reference citations used in your application narrative (numeric)
- If your document includes a training component, you must include a training curriculum or a separate description of the proposed training activities.
Note: All supporting documentation should include appropriate dates of creation and/or authorship.

To further strengthen your application, we recommend that you also submit

- publications of previous research results
- *for international projects*, appropriate letters of support or endorsement from the United States Fish and Wildlife Service, or the management authority in the host country.
- letter of support from Taxon Advisory Group (TAG) and/or Species Survival Plan (SSP) Coordinators. These letters should address the following:
 - current status of these animals in the wild and captivity
 - regional collecting plan
 - similar efforts
 - importance of project to captive and wild population
 - zoo's ability to undertake project
- conservation master plan
- written confirmation of your project's review and approval by your Institutional Animal Care and Use Committee (IACUC) or Animal Welfare Committee.

Note: If there is no standing IACUC at the institution, include evidence of approval by the entity or group responsible for oversight of animal welfare and human use of animals in research.

PROJECT COSTS

We will pay for

- research consultants
- in-house staff time devoted to the research project
- basic environmental monitoring equipment and conservation supplies if these items will be used in conjunction with your project (you will be reviewed on the basis of the latest technical information regarding appropriate equipment and supplies). Explain why you need the equipment and supplies and how you determined which equipment and supplies are appropriate to your project. State who will be responsible for installing and monitoring any equipment; if staff will be responsible, describe how they will be trained to do the work properly.
- staff training in collections care

We will *not* pay for the following items, but you may use them as matching funds:

- acquisition of additional individuals of a species already represented in your collection (when necessary for your research project)—your application should explain why the acquisition is necessary to the project

We will *not* fund a research project

- involving animals that are not already represented in your collection
- that is primarily international in scope
- involving the reintroduction of species into the wild

Living Animal Collections (continued)

2002 RESEARCH SAMPLES

Toledo Zoological Gardens, OH (\$37,235)

To identify feeding and mating strategies that will increase fecundity, fertility, and adult survivorship of the Federally endangered Karner blue butterfly (KBB) in captivity.

Chicago Zoological Society, IL (\$75,000)

To provide the first rigorous test of the effects of the captive breeding programs used by United States zoos by using experimental populations of *Peromyscus* mice.

ENVIRONMENTAL IMPROVEMENTS

Living Animal Collections (continued)

You may request funds to monitor or improve environmental conditions to safeguard your collections. Such projects might involve upgrading housing, storage facilities and holding or exhibition areas.

SUPPORTING DOCUMENTATION

In addition to the enclosed grant application form, you *must* submit the following materials to apply for an environmental improvement grant:

- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants
- if your document includes a training component, you must include a training curriculum or a separate description of the proposed training activities.

Note: All supporting documentation should include appropriate dates of creation and/or authorship.

To further strengthen your application, we recommend that you also submit

- product literature and comparative bids for major purchases or contracts
- photographs of environment to be improved

PROJECT COSTS

We will pay for

- basic environmental monitoring equipment and conservation supplies if these items will be used in conjunction with your project (you will be reviewed on the basis of the latest technical information regarding appropriate equipment and supplies). Explain why you need the equipment and supplies and how you determined which equipment and supplies are appropriate to your project. State who will be responsible for installing and monitoring any equipment; if staff will be responsible, describe how they will be trained to do the work properly.
- only those improvements (such as *minor* renovations) that relate directly to the captive husbandry or perpetuation of the species involved in the project
- staff training in collections care

We will *not* pay for the following items, but you may use them as all or part of your matching funds:

- in-house staff time on the project

We will *not* fund a project

- whose goals are primarily aesthetic or educational;
- to upgrade or install of security or fire suppression systems;
- involving the installation or purchase of heating, ventilation, and air conditioning (HVAC) systems for an entire museum; *or*
- involving major renovation, including
 - new construction (i.e., construction of a new building or an addition to an existing building);
 - major building improvements (e.g., new roof, new foundation);
 - reconstruction of historic sites and landscapes;
 - replacement of architectural details for historical accuracy.

Living Animal Collections (continued)

2001 ENVIRONMENTAL IMPROVEMENTS SAMPLE

Museum of Discovery and Science, FL (\$50,000)

To design and install a state-of-the-art electronic monitoring system for twelve aquariums and pools in the Museum's flagship exhibition "Florida Ecoscapes," a 9,000 square foot immersive experience presenting Florida's unique ecosystems and biological diversity.

Living Animal Collections (continued)

TRAINING

You may apply for funds to train staff (including volunteers and interns) in all areas and at all levels of conservation care.

Examples of allowable projects include

- training museum staff in basic collections care techniques
- sending a staff member to a workshop or seminar
- supporting a conservation internship or fellowship

You must state how the training fits into your museum's overall conservation plan.

You must also demonstrate that the individuals providing the training are fully qualified, and outline how the trainees will use the acquired knowledge and skills to improve collections care.

SUPPORTING DOCUMENTATION

In addition to the enclosed grant application form, you *must* submit the following materials to apply for a training grant:

- resumes of key project personnel or consultants (or detailed position descriptions if personnel have not yet been chosen)
- letters of commitment from project consultants
- description of training curriculum/syllabus

Note: All supporting documentation should include appropriate dates of creation and/or authorship.

PROJECT COSTS

We will pay for

- conservation workshops or seminars
- travel to training workshops
- educational materials
- hiring consultants to conduct training
- internship/fellowship stipends

We will *not* pay for the following items, but you may use them as matching funds:

- salaries of staff members for the time they are involved in training

1999 TRAINING SAMPLE

Knoxville Zoological Gardens, TN (\$5,188)

To enhance the Zoo's Red Panda SSP Keeper Training Workshop by incorporating two new learning units (cub care and operant conditioning) that use learning strategies and tools that will lead to the appropriate application of techniques.

Project Personnel

THE FOLLOWING INFORMATION APPLIES TO ALL COLLECTIONS CATEGORIES AND ALL PROJECT TYPES.

Museums with non-living collections may request funds to use regional conservation centers, private conservation professionals, or conservation professionals employed at other museums. Museums with living collections may request funds to use scientists, researchers, private conservation professionals or conservation professionals employed at other museums.

Note: Reviewers respond more favorably to applications that

- *specifically identify key project personnel—we encourage you to select your key project personnel prior to submission; and*
- *clearly justify the involvement and time commitment of all project personnel whether requesting they be funded by IMLS or included as match.*

If you apply for the education component you may request funds to use project personnel specific to your proposed education activities (i.e., educators, designers, exhibit personnel, writers, computer programmers, etc.)

RESUMES

Your application must contain resumes (**of no more than two pages each**) of *all* key project personnel, including staff members (conservation, research, curatorial, registrarial collections maintenance, and educators if applicable) and consultants. *Note: All key project personnel must also be identified in the application narrative question 8 (see page 5.5).* We do not require resumes from staff whose role in the project is primarily administrative.

A conservation consultant's resume should indicate formal conservation training in and/or advanced conservation experience with the type of collection addressed in the project proposal. For museums with non-living collections, in most cases, academic training in a subject area alone (such as biology, history, art history, or engineering) or curatorial training or experience alone is not sufficient qualification for this grant program. Consultants who are not trained conservators (e.g. architects, engineers, construction firms) should clearly identify any expertise that qualifies them to participate in this project.

If you have not chosen your key project personnel by the application date, you must submit position descriptions instead of resumes. Since CPS application reviewers rely on resumes and letters of commitment (see below) to determine the likely success of a project, if you have *not* chosen your personnel, you will be at a competitive disadvantage.

Each position description must specify

- the amount and type of experience required;
- the level of education required; *and*
- the precise role that person will play in the project.

Project Personnel (continued)

**LETTERS
OF
COMMITMENT**

Applications must also contain letters of commitment from all project consultants including but not limited to conservation professionals, engineers, HVAC personnel, architects, craftsmen, educators, computer personnel, designers, researchers, and scientists.

A consultant's letter should state

- her or his precise role in the project;
- the date(s) on which she or he is available to do the work;
- consultation fees (hourly or daily);
- travel expenses; *and*
- subsistence costs (food and lodging).

PART 3

**PREPARING
THE
APPLICATION
PACKAGE**

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part 3

PREPARING THE APPLICATION PACKAGE

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Description of Application Materials

The following alphabetical list contains all of the materials that comprise a Conservation Project Support grant application. Read the descriptions carefully to determine which ones you must submit. The page numbers in parentheses refer to the Application Form at the back of this booklet. Your application is subject to rejection if it is not complete when you submit it.

ASSURANCES/ CERTIFICATION OF AUTHORIZING OFFICIAL

Assurances/Certification of Authorizing Official (page 7.15). *Complete this section last.* To be considered for a grant, your museum's Authorizing Official must read the assurances and sign the accompanying certification statement.

Your Authorizing Official may be your museum's director, an executive member of your museum's governing body, the head of your sponsoring organization, or the government official responsible for oversight of your museum.

Your application is not complete unless it has been signed by your Authorizing Official.

FACE SHEET

Original Application Face Sheet (page 7.3). Provide answers to all questions. Abbreviate where necessary. When submitting the original and two copies of the face sheet make sure you include all three pages (7.3, 7.4 and 7.5).

GRANT PROCESSING INFORMATION SHEET

Grant Processing Information Sheet (page 7.14). You must provide answers to all questions.

Include only one copy of this sheet in your original application, not in the five copies.

GROUP APPLICATION AGREEMENT

Museums submitting a group proposal must attach a group agreement letter signed by each participating member. Instructions for group applications are on page 1.6. A sample group application agreement is on page 3.6.

INDIRECT COST RATE AGREEMENT

This agreement must be negotiated with and signed by a Federal granting agency. Instructions regarding indirect costs are on page 4.6. This form must include a rate current on the date of award, or indicate that the most current rate is applicable until further amended.

NARRATIVE

Application Narrative (pages 5.3-5.6). You must submit a narrative description of the proposed project on the form provided. Instructions for completing the narrative are in Part 5. The narrative must be typed (with print large enough to read comfortably); *and*

- remain within six 8.5 x 11 inch pages
- If you apply for the education component you must submit an additional narrative description of the proposed educational activities on no more than three typed 8.5 x 11 inch pages.

PROJECT BUDGET FORMS

Project Budget Form, Sections 1, 2, and 3 (pages 7.6 – 7.11). You must submit the Project Budget Forms. Instructions for completing the forms are in Part 4.

**PROOF OF
NONPROFIT
STATUS**

If your organization is part of state, municipal, county, or tribal government (Line 13 of the Face Sheet) or if your organization is university-controlled (if you checked “Yes” on Line 18 of the Face Sheet) you do not need to submit supporting documentation at this time.

If your organization is a private non-profit organization you must submit a copy of the IRS letter indicating your organization’s eligibility for non-profit status under the applicable provisions of the Internal Revenue Code of 1954, as amended. IMLS will not accept a letter of state sales tax exemption as proof of non-profit status.

**SCHEDULE
OF
COMPLETION**

You must submit a schedule for completing each project activity discussed in your application (question 1, page 5.3). If you are applying for the education component, each educational activity must also be included on this schedule. A sample schedule is included on page 3.5. **The dates on your schedule of completion must coincide with the project start and end dates on your face sheet.**

**STATEMENT
OF
PURPOSE**

Statement of Purpose (page 7.12). All applicants must submit a statement of purpose (or mission statement); it is used to measure the museum’s performance in carrying out its mission. If the statement is too long to quote in full, applicants may quote from or summarize the statement. The source and date of the official document must be noted.

**SUPPORTING
DOCUMENTS**

You must submit certain documents (described in Part 2) in support of your project proposal. Attach all supporting documents to the application form in the order listed on pages 6.3 – 6.5. The original and each of the five copies of your application must have the identical set of attachments. We cannot return any attachments.

This page is a sample format for a schedule of completion (see page 3.4). Prepare yours in a similar manner, listing each major project activity discussed in question 1 (page 5.3). Dates on your schedule of completion *must* correspond with the project dates on your Face Sheet (page 7.4).

[illegible]

Group Application Agreement

SAMPLE

This page is a sample format for a group agreement. Prepare yours in a similar manner. Information about group applications is on page 1.6.

Note: For international research projects involving living animals, remember to send appropriate letters of support or endorsement from the United States Fish and Wildlife Service or the management authority in the host country or Taxon Advisory Group Coordinator (TAG).

1. Applicant Museum:

Other groups members (museums)

2. Briefly list the activities that each museum has agreed to perform.

3. We, the undersigned institutions:

- agree that we will carry out the activities described above and in the application narrative;
- agree that we will use any funds we receive from IMLS in accordance with applicable laws and regulations;
- assure that our facilities and programs comply with applicable Federal requirements;
and
- individually satisfy all IMLS eligibility requirements as listed on pages 1.4-1.6.

Signature of Authorizing Official

Date

Museum

Signature of Authorizing Official

Date

Museum

Signature of Authorizing Official

Date

Museum

PART 4

**COMPLETING
THE PROJECT
BUDGET
FORMS**

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Project Budget Forms

Before developing a project budget, read about matching funds (page 1.6), allowable costs for each project type (Part 2), and unallowable costs (page 1.7).

Your budget should include all project costs, whether they will be charged to your match or to IMLS. All budget items must be reasonable, necessary for the project, allowable in terms of Federal cost principles, and auditable. All listed expenses must be incurred during the grant period. Salaries, travel, and contractual services must conform to the written policies and/or established practices of your museum.

The Project Budget Form is divided into three sections —

Section 1): the detailed budget-Conservation Project

Section 2): the detailed budget- Education Component

Section 3): Indirect cost form and the summary budget

Note: The education component is optional, but can only be applied for if you are also applying for a CPS support grant. If you are applying for the education component, then a detailed budget for both the Conservation Project and the education component must be completed.

You must submit both sections. Complete the detailed budget first, and then transfer those totals to the summary budget.

If necessary, you may attach extra pages to the detailed budget only. Make sure, however, that the totals appear on the budget forms provided in the application.

Section 1

DETAILED BUDGET CONSERVATION PROJECT SUPPORT

SALARIES AND WAGES

Provide names of all project personnel identified in your application narrative. You may include interns and volunteers as part of your match; their services should be valued at the rate at which you would pay for those services if funds were available. For support staff, you need only provide a title and number of people doing that type of work.

All applicants must clearly identify the method of computation, including salaries, otherwise your detailed budget may be considered incomplete.

- **Permanent Staff:** Provide names of all permanent staff identified in your narrative. For support staff, you need only provide a title and number of people doing that type of work.

Note: Reviewers consider whether or not an applicant has clearly justified the involvement and time commitment of museum permanent staff identified in your CPS budget. Many applications falter when such costs are weakly supported.

Examples:

| Name/Title | No. | Method of Cost Computation | IMLS | Match | Total |
|-----------------------------|------------|--|-------------|--------------|--------------|
| Jane Jones Chief Curator | (1) | 3 months x 50% time x \$44,000/year | 0 | \$10,500 | \$10,500 |
| Secretary | (1) | 1 month x 10% time x \$75,000/year | 0 | \$625 | \$625 |

Note: All museums applying for Conservation Project Support must provide this information.

- **Temporary Staff:** Provide names of all temporary staff identified in your application narrative. Temporary staff may include interns, volunteers, fellows, or individuals hired to perform specific conservation activities only during the grant award period. Interns, volunteers, and fellows may be used as part of your match; their services should be valued at the rate at which you would pay for those services.

Examples:

| Name/Title | No. | Method of Cost Computation | IMLS | Match | Total |
|---------------------------------|------------|--|-------------|--------------|--------------|
| John Smith Museum Technician | (1) | 6 months x 50% time x \$25,000/year | \$6,250 | 0 | \$6,250 |

FRINGE BENEFITS

If more than one rate is used, list each rate and salary base.

Examples:

| Rate | Salary Base | IMLS | Match | Total |
|-------------|--------------------|-------------|--------------|--------------|
| 11% of | \$27,000 | 0 | \$2,970 | \$2,970 |
| 8% of | \$6,250 | \$500 | 0 | \$500 |
| 11% of | \$2,812 | 0 | \$309 | \$309 |

CONSULTANT FEES

This category covers professional and technical consultants' fees and honoraria. Include

- the consultant's name (or the type of consultant, if the individual has not yet been chosen)
- rate of compensation (daily or hourly only)
- number of days on project
- total consultation fee or honorarium (not including travel costs)

Examples:

| Name/Type of Consultant | Rate of Compensation (Daily or Hourly) | No. of Days (or Hours) on Project | IMLS | Match | Total |
|--------------------------------|---|--|-------------|--------------|--------------|
| Photographic Conservator | \$250/day | 5 | \$750 | \$250 | \$1,000 |
| Sally Smith Architect | \$75/hour | 48 | \$1,800 | \$1,800 | \$3,600 |

TRAVEL

For air travel, include the cost of coach-class tickets only; we cannot support first-class seats. For foreign air travel, arrange flights with United States airlines whenever possible. Specify

- how many people will be taking each trip;
- how many days each person will be traveling; *and*
- the total subsistence (meals and lodging) and transportation costs.

Examples:

| From/To | No. of Persons | Total Travel Days | Subsistence Costs | Transportation Costs | IMLS | Match | Total |
|-----------------|-----------------------|--------------------------|--------------------------|-----------------------------|-------------|--------------|--------------|
| Boston/Wash.,DC | (2) | 2 | \$300 | \$220 | \$520 | | \$520 |

MATERIALS, SUPPLIES, AND EQUIPMENT

This category includes

- consumable supplies
- raw materials
- expendable equipment (items costing less than \$5000 or having an estimated useful life of less than 2 years)
- permanent equipment (items costing more than \$5000 or having an estimated useful life of more than 2 years)

Note: Reviewers consider whether or not an applicant has clearly identified and justified the use of all materials and supplies identified in your CPS budget. Many applications falter when such costs are weakly supported. You may include extra pages to identify all supply requests.

You should break out a large budget item into per unit costs whenever possible.

Examples:

| Item | Basis/Method of Cost Computation | IMLS | Match | Total |
|--------------------------------------|---|-------------|--------------|--------------|
| 500 shelving units with hanging rods | \$30 each | \$15,000 | | \$15,000 |
| Recording Hygrothermograph (1) | \$575 each | \$575 | | \$575 |
| Framing Modifications | 5 frames @\$90 each | | \$450 | \$450 |

S E R V I C E S

This category includes contractual services that do not fit into other budget categories.

Examples:

| Item | Basis/Method of Cost Computation | IMLS | Match | Total |
|--------------------------|---|-------------|--------------|--------------|
| Installation of UV Tubes | 80 hours @ \$9 each | \$720 | | \$720 |

O T H E R

This category includes such items as

- stipends
- equipment rental
- shipping
- communications
- dissemination costs

Note: You must list the specific cost in your budget; we cannot accept line items such as “miscellaneous” and “contingency.” If you need more space to identify budget items you may attach an extra page.

I N D I R E C T C O S T S

Indirect costs are expenses that relate to the Conservation Project Support grant program but that cannot be directly tied to project activities. Examples include miscellaneous photocopying, energy costs, and telephone. Items that are included as indirect costs may not also be listed as direct costs in the project budget.

To calculate your indirect costs, you must first determine your modified direct costs. Your modified direct costs are calculated by subtracting your major equipment purchases or large contracts (\$5000, or the amount your federally negotiated agreement allows) and any restrictions given in your individual indirect rate from your total direct costs; these large items artificially inflate the indirect costs.

Next, compute your indirect costs by taking a percentage of your project's modified direct costs according to one of the three methods described below:

1) If you do not have a Federally negotiated indirect cost rate, IMLS will not require you to negotiate one. Instead, you may use an indirect cost rate of 20 percent (or less) of the modified direct project costs. You may apply indirect costs only as part of your match or cost share; or

2) If you do have a Federally negotiated rate, you must apply that rate to your project budget as specified in your negotiated agreement. IMLS will pay indirect costs only on the part of project budget for which you are seeking IMLS funds. Indirect costs applied to the applicant's share of the budget may be included only as part of the match. If you are applying a Federally negotiated rate, you must include with your application a copy of the rate-negotiation agreement. This rate must be current on the date of award, not the date of application. Expired rate agreements will not be considered.

3) If you have a Federal rate under negotiation, but not yet finalized, you may apply that rate to your project budget. IMLS will pay indirect costs only on the part of the project budget for which you are seeking IMLS funds. Indirect costs applied to the applicant's share of the budget may be included only as part of the match. You must include with your application copies of the rate negotiation documentation. This rate must be current on the date of award, not the date of application. Expired rate agreements will not be considered.

Section 2

DETAILED BUDGET EDUCATION COMPONENT

SALARIES AND WAGES

Provide names of all project personnel identified in your application narrative. You may include interns and volunteers as part of your match; their services should be valued at the rate at which you would pay for those services. For support staff, you need only provide a title and number of people doing that type of work.

All applicants must clearly identify the method of computation, including salaries, otherwise your detailed budget may be considered incomplete.

- **Permanent Staff:** Provide names of all permanent staff identified in your narrative. For support staff, you need only provide a title and number of people doing that type of work.

Note: Reviewers consider whether or not an applicant has clearly justified the involvement and time commitment of museum permanent staff identified in your CPS budget. Many applications falter when such costs are weakly supported.

Examples:

| Name/Title | No. | Method of Cost Computation | IMLS | Match | Total |
|-----------------------|-------|---|---------|-------|---------|
| MarySmith Educator | (1) | 2 months x 100% time x \$20,000/year | \$3,333 | | \$3,333 |

- **Temporary Staff:** Provide names of all temporary staff identified in your application narrative. Temporary staff may include interns, volunteers, fellows, or individuals hired to perform specific conservation activities only during the grant award period. Interns, volunteers, and fellows may be used as part of your match; their services should be valued at the rate at which you would pay for those services if funds were available.

Examples:

| Name/Title | No. | Method of Cost Computation | IMLS | Match | Total |
|----------------------------------|------------|--|-------------|--------------|--------------|
| John Smith Exhibits Assistant | (1) | 4 months x 30% time x \$18,000/year | | \$1,800 | \$1,800 |

FRINGE BENEFITS

see page 4.4

CONSULTANT FEES

This category covers professional and technical consultants' fees and honoraria. Include

- the consultant's name (or the type of consultant, if the individual has not yet been chosen)
- rate of compensation (daily or hourly only)
- number of days on project
- total consultation fee or honorarium (not including travel costs)

Examples:

| Name/Type of Consultant | Rate of Compensation (Daily or Hourly) | No. of Days (or Hours) on Project | IMLS | Match | Total |
|------------------------------------|---|--|-------------|--------------|--------------|
| Graphic Designer | \$200/day | 3 | \$600 | | \$600 |

TRAVEL

see page 4.5

MATERIALS, SUPPLIES, AND EQUIPMENT

This category includes

- consumable supplies
- raw materials
- expendable equipment (items costing less than \$5000 or having an estimated useful life of less than 2 years)
- permanent equipment (items costing more than \$5000 or having an estimated useful life of more than 2 years)

Note: Reviewers consider whether or not an applicant has clearly identified and justified the use of all materials and supplies identified in your CPS budget. Many applications falter when such costs are weakly supported. You may include extra pages to identify all supply requests.

You should break out a large budget item into per unit costs whenever possible.

Examples:

| Item | Basis/Method of Cost Computation | IMLS | Match | Total |
|------------------------|---|-------------|--------------|--------------|
| 50 photographs 8 x 10 | \$10 each | | \$500 | \$500 |
| Video Casette Recorder | \$400 each | \$400 | | \$400 |
| Brochures | 1,500 @\$1 each | \$750 | \$750 | \$1,500 |

S E R V I C E S

This category includes contractual services that do not fit into other budget categories.

Examples:

| Item | Basis/Method of Cost Computation | IMLS | Match | Total |
|--------------------------|---|-------------|--------------|--------------|
| Photographic Duplication | 20 hours @ \$10 each | \$200 | | \$200 |

O T H E R

see page 4.6

I N D I R E C T C O S T S

see page 4.6

Section 3

S U M M A R Y B U D G E T

The summary budget should specify, in column A, which costs will be charged to IMLS and, in column B, which costs will be covered by your match. Enter totals for all categories in column C.

Below the totals, enter the amount requested from IMLS, the percentage of total project costs (up to 50%) requested from IMLS and the total amount of matching contributions.

If you have applied for funds from another Federal agency to support this project, provide the name of the agency and the amount requested at the bottom of the page.

PART 5

COMPLETING THE APPLICATION NARRATIVE

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part 5

COMPLETING THE APPLICATION NARRATIVE

| | |
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| Narrative Questions-Conservation Project Support | 5.3 |
| 1. <i>What is the design of the project?</i> | 5.3 |
| 2a. <i>What are the proposed conservation methods and why are they conservationally sound?</i> | 5.3 |
| 2b. <i>Describe your rationale for the proposed training curriculum. (FOR TRAINING PROPOSALS ONLY)</i> | 5.4 |
| 3. <i>What is the object(s), historic structure(s), or specimen(s) that is the focus of this project?</i> | 5.4 |
| 4. <i>How does the project relate to your museum's ongoing conservation activities?</i> | 5.4 |
| 5. <i>What are the anticipated benefits of this project?</i> | 5.4 |
| 6. <i>How will the applicant ensure that ongoing museum functions are not inhibited by these project activities?</i> | 5.5 |
| 7. <i>How does the project budget support the project goals and objectives?</i> | 5.5 |
| 8. <i>What are the qualifications and responsibilities of the project personnel?</i> | 5.5 |
| Narrative Questions- Education Component | 5.6 |
| 1. <i>What is the design of the education component?</i> | 5.6 |
| 2. <i>What are the anticipated benefits of this education component?</i> | 5.6 |
| 3. <i>How does the project budget support the education component goals and objectives?</i> | 5.6 |
| 4. <i>What are the qualifications and responsibilities of the project personnel?</i> | 5.6 |

Narrative Questions-Conservation Project

The following sections includes the narrative questions for the Conservation Project Support grant application. If you are also applying for the education component of the grant, then you must complete this narrative section *and* the narrative section for the education component which begins on page 5.6.

For the Conservation Project Support grant application you must provide answers to the following 8 questions, including all bulleted information, in no more than 6 narrative pages. You may distribute the space for each response however you wish as long as you:

- answer all questions
- answer each question in the order presented
- do not exceed six full pages (8.5 x 11 inches)

No narrative pages have been provided in this application, so feel free to use your own bond paper. Make sure, however, that you retype the questions onto the narrative pages and number each page 1-6.

1. WHAT IS THE DESIGN OF THE PROJECT?

Describe

- project activities in detail
- goals and objectives of each task and how they will be met
- amount of time staff and consultants will spend on the project
- why your schedule of completion is appropriate
- any intended products (written reports, plans, publications, etc.)
- plans to protect objects from disruptive elements (e.g., construction dust, movement of objects)

2a. WHAT ARE THE PROPOSED CONSERVATION METHODS AND WHY ARE THEY CONSERVATIONALLY SOUND?

Note: If you submit a training project only answer alternate question 2b, rather than 2a. However, if you submit a project that includes training as a major component, then you must answer both questions 2a and 2b.

Describe the methods in terms of their

- efficiency
- reliability
- innovativeness (if applicable)
- conformity to currently accepted conservation methods for this type of work (if controversial or unproven conservation techniques are proposed, state why these techniques were chosen)
- safety

2b. DESCRIBE YOUR RATIONALE FOR THE PROPOSED TRAINING CURRICULUM INCLUDING:

- training materials
- training methods
- audience served
- intended benefits for the applicant and trainees
- teaching experience of instructor(s)

3. WHAT IS THE OBJECT(S), HISTORIC STRUCTURE(S), OR SPECIMEN(S) THAT IS THE FOCUS OF THIS PROJECT?

Describe objects or specimens involved in this project and their

- types, numbers, and materials
- relevance to the museum's overall collections
- relevance to your institutional mission
- relevance to your local, regional, national or international community

FOR TRAINING PROJECTS OR PROJECTS THAT INCLUDE TRAINING AS A MAJOR COMPONENT ONLY, discuss

- what collections will benefit directly or indirectly from the training (this could include an overview of your entire collection)

4. HOW DOES THE PROJECT RELATE TO YOUR MUSEUM'S ONGOING CONSERVATION ACTIVITIES?

Applications for a general conservation survey should describe the project steps in terms of the museum's previous and current collections care activities.

Applications for other types of projects should describe

- the museum's general housekeeping and day-to-day maintenance activities
- previous and current conservation activities
- how the project ties into the museum's long range conservation plan
- accomplishments of any previously awarded IMLS grant(s)
- implementation of recommendations from general conservation survey, CAP survey or detailed condition survey
- why this project is your museum's greatest collections care need at this time
- your museum's overall financial commitment towards conservation

5. WHAT ARE THE ANTICIPATED BENEFITS OF THIS PROJECT?

Describe

- the benefits of this project for your museum, your museum's audience or the museum field
- how the benefits will be used by your museum and disseminated to your audiences

6. HOW WILL THE APPLICANT ENSURE THAT ONGOING MUSEUM FUNCTIONS ARE NOT INHIBITED BY THESE PROJECT ACTIVITIES?

Describe the financial and other resources the museum will contribute to the project to ensure that normal museum functions (including conservation activities) are not disrupted.

7. HOW DOES THE PROJECT BUDGET SUPPORT THE PROJECT GOALS AND OBJECTIVES?

Describe

- how the budget was developed
- how the projected costs were determined
- why the costs are reasonable and appropriate
- cost factors involved in selecting personnel, materials, equipment location, or scheduling

8. WHAT ARE THE QUALIFICATIONS AND RESPONSIBILITIES OF THE PROJECT PERSONNEL?

Briefly describe the responsibilities of all key project consultants and key project staff including volunteers; explain how each is qualified to do the assigned work, and justify how their commitment of time is integral to the project. Include an updated resume (**of no more than two pages each**) for all personnel identified on this page. Each resume should clearly reflect that person's abilities to carry out the project activities.

For any project personnel that have *not* been chosen (i.e. consultants, interns) summarize the person's required qualifications under question 8 and attach a separate position description.

Do not provide qualifications, resumes or position descriptions for personnel whose role in the project is primarily administrative.

(See Part 2 for further details regarding supporting documentation.)

(OPTIONAL) Narrative Questions-Education Component

You must provide answers to the following four questions in no more than 3 narrative pages. You may distribute the space for each response however you wish as long as you:

- Answer all questions
- Answer each question in the order presented
- Do not exceed three full pages (8.5 x 11 inches)

Please use your own bond paper to construct your narrative. Make sure, however, that you retype the questions onto the narrative pages and number each page 1-3.

1. WHAT IS THE DESIGN OF THE EDUCATION COMPONENT?

- project activities in detail
- goals and objectives of component and how they will be met
- amount of time staff and consultants will spend on project
- why your schedule of completion is appropriate
- any intended products (publications, video, CD-Rom, etc.)
- how your education component relates to your conservation project

2. WHAT ARE THE ANTICIPATED BENEFITS OF THIS EDUCATIONAL PROJECT?

- relevance to museum's audience
- the outcomes of this project for your museum's general audience
- how the benefits will be used by your museum and disseminated to your audiences
- discuss the potential for continuing the project after the planning period or after the initial implementation stage

3. HOW DOES THE PROJECT BUDGET SUPPORT THE EDUCATION COMPONENT GOALS AND OBJECTIVES?

- how the project costs were determined
- why the costs are reasonable and appropriate
- origin and relevance of project match
- cost factors involved in selecting personnel, materials, equipment, or scheduling

4. WHAT ARE THE QUALIFICATIONS AND RESPONSIBILITIES OF THE PROJECT PERSONNEL?

Briefly describe the responsibilities of all education component personnel including consultants; explain how each is qualified to do the assigned work. Include an updated resume (of no more than two pages each) for all personnel identified on this page. Each resume should clearly reflect that person's abilities to carry out the project activities.

For any project personnel that have not been chosen (i.e. consultants, interns) summarize the person's qualifications under questions 4 and attach a separate position description.

PART 6

**SENDING
THE
APPLICATION
TO IMLS**

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*p a r t 6***SENDING THE APPLICATION TO IMLS**

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How To Assemble the Application Package

You are responsible for submitting a complete application. Review your application package carefully before sending it to IMLS. You must include all of the required items listed below and the proper number of copies. (Each item is described in detail in Step 2.) IMLS will not do your photocopying or collating! Your application is subject to rejection without review if any required item is missing. If you have any questions, contact IMLS at (202) 606-8539.

It is your responsibility to assure the application you submit is complete and meets our requirements.

IMLS staff makes a conscientious effort to check all applications for completeness and contact you if we find something missing. However, we do not accept unsolicited application materials postmarked after October 15, 2002. In addition, once the applications are sent to the field reviewers no changes can be made. Thus if you leave out a narrative section, the reviewers will be instructed to give your application a score of 1 for than section.

ELECTRONIC FILL-IN APPLICATION FORMS

IMLS now makes all application forms available on our Web site in PDF (Portable Document File) format for download. Applicants can download the electronic version of an IMLS application form and, using freely available software, type into the forms on any computer. This eliminates the need for a typewriter or for re-creation of IMLS application forms. Note that the forms cannot be submitted electronically but can be completed online and then printed on the applicant's printer and mailed. Caution: the forms cannot be saved, so they must be completely filled in and printed in one operation. To access the fill-in application forms, visit www.imls.gov/grants/appl/index.htm.

ASSEMBLE YOUR APPLICATION MATERIALS AS FOLLOWS

STEP 1: MAKE TWO PHOTOCOPIES OF YOUR FACE SHEET IN ADDITION TO YOUR ORIGINAL.

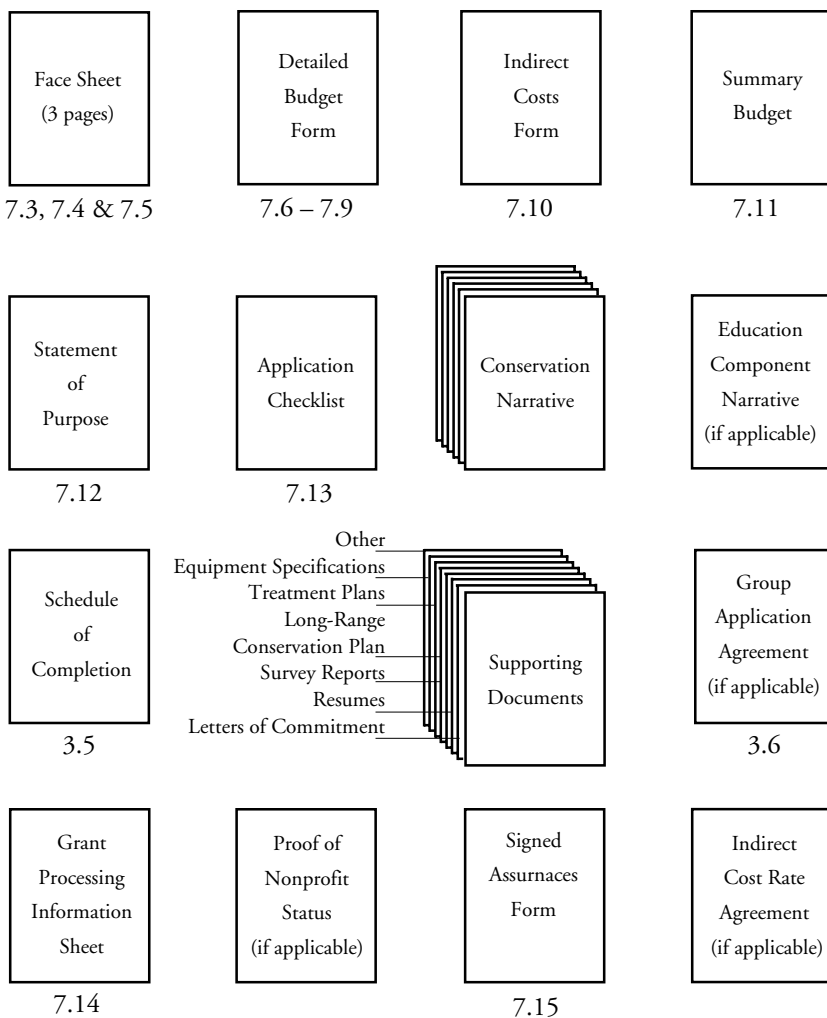
| |
|---------------------------------|
| Extra Face Sheet (copy 1) |
|---------------------------------|

| |
|---------------------------------|
| Extra Face Sheet (copy 2) |
|---------------------------------|

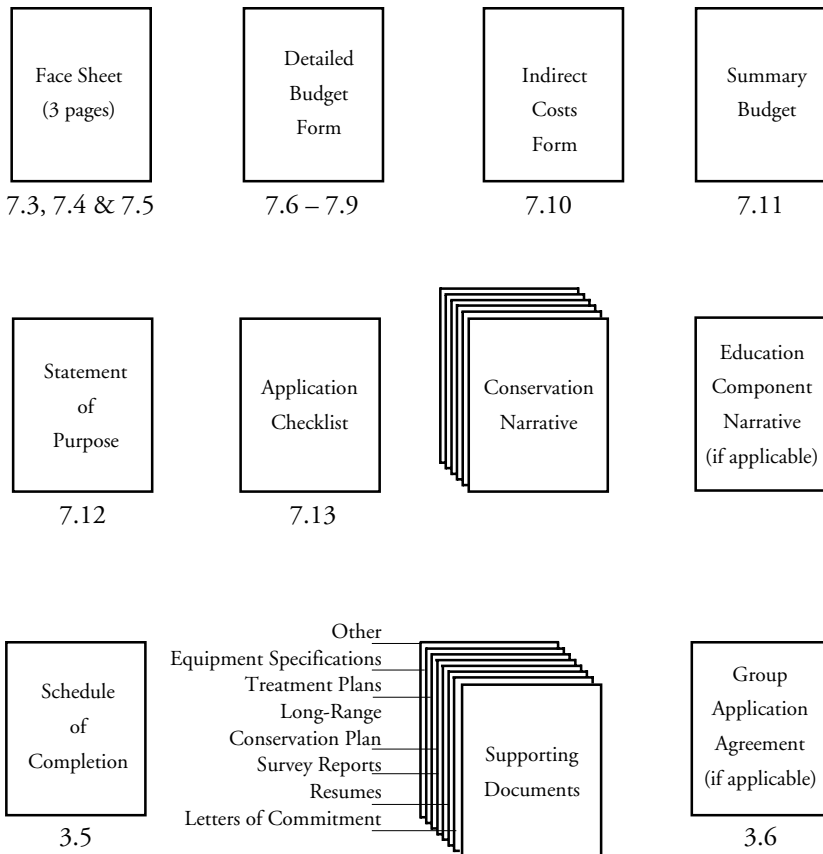
Note: Make sure to copy all 3 pages of the Face Sheet (7.3, 7.4 and 7.5).

TURN PAGE FOR FURTHER INSTRUCTIONS

STEP 2: COLLATE ONE ORIGINAL (COMPLETE) COPY OF YOUR APPLICATION AS FOLLOWS:



STEP 3: COLLATE THE FOLLOWING APPLICATION MATERIALS AS PICTURED BELOW AND MAKE FIVE (5) IDENTICAL SETS.



STEP 4: COLLATE YOUR PILES FROM STEPS 1-3 AS FOLLOWS:



YOUR MATERIALS ARE NOW READY TO SEND TO IMLS.

Sending the Application to IMLS

Mail or hand-deliver CPS applications to:

Conservation Project Support
Office of Museum Services
Institute of Museum and Library Services
1100 Pennsylvania Avenue, NW, Room 609
Washington, DC 20506

postmarked by October 15

MAIL DELIVERY

All of the first-class and Priority mail sent to IMLS is put through an irradiation process, which results in lengthy delays in mail delivery. Please consider using commercial delivery services. Due to the length and number of copies required for complete submission, applications cannot be accepted by fax or e-mail.

Please be advised that support materials (e.g. CDs, videos, slides) put through the irradiation process are suffering irrevocable damage. If you are sending these kinds of materials, we encourage you to consider using alternate delivery services.

Every attempt is being made to accommodate late arriving mail. We appreciate your patience. If you do not receive an acknowledgment of receipt of application within one month of the deadline, please call IMLS to confirm receipt.

HAND DELIVERY

IMLS accepts hand-delivered applications between 9:00 a.m. and 4:30 p.m. (Eastern Time) daily, except Saturday, Sunday, and Federal holidays. IMLS will provide a dated receipt at the time of delivery.

IMLS ACKNOWLEDGEMENT

Within 15 days after the application deadline, IMLS will mail applicants an acknowledgment form with an application log number. If this form is not received, contact IMLS to make sure the application was received.

PROOF OF MAILING

IMLS may ask for proof of mailing if the postmark date on the package cannot be read. The U. S. Postal Service does not always postmark a package when it receives one. Ask to have the package dated, then verify that it is properly date stamped. IMLS will accept a legible receipt stamped by the U.S. Postal Service or a legible dated shipping label, invoice, or receipt from a commercial carrier. IMLS will not accept private metered postmarks or private mail receipts unless they contain a legible date stamped by the U. S. Postal Service. The green return receipt card does not meet the IMLS requirement for proof of mailing.

Application Deadline

The deadline for CPS applications for Fiscal Year 2003—**October 15, 2002**

We make *no* extensions of these deadlines. Late applications are returned without being reviewed.

PART 7
APPLICATION
FORM

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part 7

APPLICATION FORM

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Face Sheet

1. Applicant Museum

2. Museum's Mailing Address

3. City

4. State

5. Zip Code

6. Museum Director

7. Business Phone of Museum Director

8. Name of Project Contact Person

9. Business Phone of Project Contact Person

10. FAX Number of Museum

11. e-mail address of Project Contact Person

Institutional Web Address

12. Name and address of sponsoring institution/parent organization, if applicable (e.g., municipality, state, or university)

☐ check if this entity will manage funds if an award is made.

13. Check Governing Control of Applicant (check one)

☐ State

☐ County

☐ Private Non-profit

☐ Municipal

☐ Tribal Government

☐ Other, please specify _____

14. Museum's discipline (check one)

☐ Aquarium

☐ General*

☐ Nature Center

☐ Arboretum

☐ Historic House/Site

☐ Planetarium

☐ Art

☐ History

☐ Science/Technology

☐ Children's/Youth

☐ Natural History/
Anthropology

☐ Zoo

☐ Specialized** _____

15. Type of project (check what applies) ☐ Survey

☐ Training

☐ Environmental Improvements

a. ☐ General

☐ Research

☐ Exceptional Project

b. ☐ Detailed Condition

☐ Treatment

c. ☐ Environmental

16. Type of project (check one)

☐ Non-Living

☐ Systematics/Natural History

☐ Animals, Living

☐ Plants, Living

17. Collections Category (use a scale from 1 (most affected) to 4 (slightly affected) to show which collection types (up to 4 total) are primarily affected by the project)

___ aeronautics, space/airplanes

___ animals, live

___ animals, preserved

___ anthropologic, ethnographic

___ archaeological

___ books

___ ceramics, glass, metals, plastics

___ documents, manuscripts

___ furniture/wooden objects

___ geological, mineral, paleontological

___ historic buildings

___ historic sites

___ horological (clocks)

___ landscape features, constructed

___ machinery

___ maritime, historic ships

___ medals

___ medical, dental, health, pharmacological

___ military, including weapons

___ motion picture, audiovisual

___ musical instruments

___ numismatics (money)

___ paintings

___ philatelic (stamps)

___ photography, negatives

___ photography, prints

___ physical science projects

___ plants, live

___ plants, preserved

___ sculpture, indoor

___ sculpture, outdoor

___ textiles and costumes

___ tools

___ toys and dolls

___ transportation, excluding airplanes

___ works of art on paper

* A museum with collections representing two or more disciplines equally (eg. art and history)

** A museum with collections limited to one narrowly-defined discipline (eg. textiles, stamps, maritime, ethnic group)

18. Is the museum college or university controlled? (Check One) ☐ Yes ☐ No
19. Museum's **non-Federal** operating income for the most recently completed fiscal year _____ (year) \$ _____ .00
20. Grant Period (Starting Date) _____ / _____ / _____ — _____ / _____ / _____ (Ending Date)
(Fiscal Year 2003— Starting Dates for October 15, 2002 deadline must fall between May 1, 2003 and September 30, 2003)
21. In addition to CPS are you requesting additional funds for education activities? (Not to Exceed \$10,000)
☐ No ☐ Yes/Amount: \$ _____ .00
22. Grant Amount Requested (*do not include education funds here*) \$ _____ .00
23. Amount of Matching Funds \$ _____ .00
24.

| |
|---------------------------|
| TOTAL CPS FUNDS REQUESTED |
|---------------------------|

 (*add lines 21 and 22*) \$ _____ .00
25. Key Project Consultants (Attach sheet if more space needed)

26. Key Project Staff (Attach sheet if more space needed)

Note: All key project consultants must include a letter of commitment and resume, and all key project staff must include a resume.

For IMLS Staff Use only:

First Check: ☐ Complete ☐ Incomplete _____ initials/date
Second Check: ☐ Complete ☐ Incomplete _____ initials/date

27. In the space below, summarize the project activities. (include education component if applicable)

28. Certification:

Signature of Authorizing Official

Date

Project Budget Form Front

SECTION 1: DETAILED BUDGET - CONSERVATION PROJECT SUPPORT

Name of Applicant _____

IMPORTANT! READ INSTRUCTIONS IN PART 4 BEFORE PROCEEDING.

SALARIES AND WAGES (PERMANENT STAFF)

| NAME/TITLE | No. | METHOD OF COST COMPUTATION | IMLS | MATCH | TOTAL |
|---------------------------------|-----|----------------------------|-----------|-------|-------|
| _____ | () | _____ | _____ | _____ | _____ |
| _____ | () | _____ | _____ | _____ | _____ |
| _____ | () | _____ | _____ | _____ | _____ |
| _____ | () | _____ | _____ | _____ | _____ |
| TOTAL SALARIES AND WAGES | | | \$ | | |

SALARIES AND WAGES (TEMPORARY STAFF HIRED FOR PROJECT)

| NAME/TITLE | No. | METHOD OF COST COMPUTATION | IMLS | MATCH | TOTAL |
|---------------------------------|-----|----------------------------|-----------|-------|-------|
| _____ | () | _____ | _____ | _____ | _____ |
| _____ | () | _____ | _____ | _____ | _____ |
| _____ | () | _____ | _____ | _____ | _____ |
| _____ | () | _____ | _____ | _____ | _____ |
| TOTAL SALARIES AND WAGES | | | \$ | | |

FRINGE BENEFITS

| RATE | SALARY BASE | IMLS | MATCH | TOTAL |
|------------------------------|---------------|-----------|-------|-------|
| _____ | % of \$ _____ | _____ | _____ | _____ |
| _____ | % of \$ _____ | _____ | _____ | _____ |
| _____ | % of \$ _____ | _____ | _____ | _____ |
| TOTAL FRINGE BENEFITS | | \$ | | |

CONSULTANT FEES

| NAME/TYPE OF CONSULTANT | RATE OF COMPENSATION (DAILY OR HOURLY) | NO. OF DAYS (OR Hrs) ON PROJECT | IMLS | MATCH | TOTAL |
|--------------------------------|---|------------------------------------|-----------|-------|-------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| TOTAL CONSULTATION FEES | | | \$ | | |

TRAVEL

| FROM/TO | NUMBER OF: PERSONS DAYS | SUBSISTENCE Costs | TRANSPORTATION Costs | IMLS | MATCH | TOTAL |
|---------------------------|----------------------------|----------------------|-------------------------|-----------|-------|-------|
| _____ | () () | _____ | _____ | _____ | _____ | _____ |
| _____ | () () | _____ | _____ | _____ | _____ | _____ |
| _____ | () () | _____ | _____ | _____ | _____ | _____ |
| _____ | () () | _____ | _____ | _____ | _____ | _____ |
| TOTAL TRAVEL COSTS | | | | \$ | | |

Project Budget Form Back

SECTION 1 - CONSERVATION PROJECT SUPPORT-CONTINUED**MATERIALS, SUPPLIES, AND EQUIPMENT**

| ITEM | BASIS/METHOD OF COST COMPUTATION | IMLS | MATCH | TOTAL |
|--|----------------------------------|-----------|-------|-------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| TOTAL COST OF MATERIAL, SUPPLIES, & EQUIPMENT | | \$ | | |

SERVICES

| ITEM | BASIS/METHOD OF COST COMPUTATION | IMLS | MATCH | TOTAL |
|-----------------------|----------------------------------|-----------|-------|-------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| TOTAL SERVICES | | \$ | | |

OTHER

| ITEM | BASIS/METHOD OF COST COMPUTATION | IMLS | MATCH | TOTAL |
|----------------------------|----------------------------------|-----------|-------|-------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| TOTAL COST OF OTHER | | \$ | | |

| | | | |
|-----------------------------------|-----------|--|--|
| TOTAL DIRECT PROJECT COSTS | \$ | | |
|-----------------------------------|-----------|--|--|

Project Budget Form Front

SECTION 2: DETAILED BUDGET - EDUCATION COMPONENT

Name of Applicant _____ (If Applicable)

IMPORTANT! READ INSTRUCTIONS IN PART 4 BEFORE PROCEEDING.

SALARIES AND WAGES (PERMANENT STAFF)

| NAME/TITLE | No. | METHOD OF COST COMPUTATION | IMLS | MATCH | TOTAL |
|---------------------------------|-----|----------------------------|-----------|-------|-------|
| _____ | () | _____ | _____ | _____ | _____ |
| _____ | () | _____ | _____ | _____ | _____ |
| _____ | () | _____ | _____ | _____ | _____ |
| _____ | () | _____ | _____ | _____ | _____ |
| TOTAL SALARIES AND WAGES | | | \$ | | |

SALARIES AND WAGES (TEMPORARY STAFF HIRED FOR PROJECT)

| NAME/TITLE | No. | METHOD OF COST COMPUTATION | IMLS | MATCH | TOTAL |
|---------------------------------|-----|----------------------------|-----------|-------|-------|
| _____ | () | _____ | _____ | _____ | _____ |
| _____ | () | _____ | _____ | _____ | _____ |
| _____ | () | _____ | _____ | _____ | _____ |
| _____ | () | _____ | _____ | _____ | _____ |
| TOTAL SALARIES AND WAGES | | | \$ | | |

FRINGE BENEFITS

| RATE | SALARY BASE | IMLS | MATCH | TOTAL |
|------------------------------|---------------|-----------|-------|-------|
| _____ | % of \$ _____ | _____ | _____ | _____ |
| _____ | % of \$ _____ | _____ | _____ | _____ |
| _____ | % of \$ _____ | _____ | _____ | _____ |
| TOTAL FRINGE BENEFITS | | \$ | | |

CONSULTANT FEES

| NAME/TYPE OF CONSULTANT | RATE OF COMPENSATION (DAILY OR HOURLY) | NO. OF DAYS (OR Hrs) ON PROJECT | IMLS | MATCH | TOTAL |
|--------------------------------|---|------------------------------------|-----------|-------|-------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| TOTAL CONSULTATION FEES | | | \$ | | |

TRAVEL

| FROM/TO | NUMBER OF: PERSONS DAYS | SUBSISTENCE COSTS | TRANSPORTATION COSTS | IMLS | MATCH | TOTAL |
|---------------------------|----------------------------|----------------------|-------------------------|-----------|-------|-------|
| _____ | () () | _____ | _____ | _____ | _____ | _____ |
| _____ | () () | _____ | _____ | _____ | _____ | _____ |
| _____ | () () | _____ | _____ | _____ | _____ | _____ |
| _____ | () () | _____ | _____ | _____ | _____ | _____ |
| TOTAL TRAVEL COSTS | | | | \$ | | |

Project Budget Form Back

SECTION 2 - EDUCATION COMPONENT-CONTINUED

MATERIALS, SUPPLIES, AND EQUIPMENT

| ITEM | BASIS/METHOD OF COST COMPUTATION | IMLS | MATCH | TOTAL |
|---|----------------------------------|------|-------|-------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL COST OF MATERIAL, SUPPLIES, & EQUIPMENTS | | | | |

SERVICES

| ITEM | BASIS/METHOD OF COST COMPUTATION | IMLS | MATCH | TOTAL |
|-----------------------|----------------------------------|-----------|-------|-------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL SERVICES | | \$ | | |

OTHER

| ITEM | BASIS/METHOD OF COST COMPUTATION | IMLS | MATCH | TOTAL |
|----------------------------|----------------------------------|-----------|-------|-------|
| | | | | |
| | | | | |
| | | | | |
| TOTAL COST OF OTHER | | \$ | | |

| | | | |
|-----------------------------------|-----------|--|--|
| TOTAL DIRECT PROJECT COSTS | \$ | | |
|-----------------------------------|-----------|--|--|

INDIRECT COSTS

Check either A or B and complete C (see page 4.6 for an explanation of indirect costs).

- ☐ A. an indirect cost rate which does not exceed 20% of modified total direct costs – may be listed only as cost sharing and not to exceed \$10,000.
- ☐ B. Federally Negotiated Indirect Cost Rate (see page 4.6).

Note: may be applied to both IMLS and match columns – total direct costs charged to IMLS even with a pre-negotiated indirect cost rate must not exceed \$50,000 or \$75,000 (if an exceptional project).

Name of Federal Agency

Effective Date of Agreement

| C. Rate | base(s) | Amount(s) | Amount(s) |
|---------|---------|-----------|-----------|
| | % of \$ | | \$ _____ |
| | % of \$ | | \$ _____ |

TOTAL INDIRECT COSTS \$ _____

Note: This page is part of the budget forms and must be included, whether or not you can claim an indirect cost rate.

Project Budget Form

SECTION 3: SUMMARY BUDGET - CPS AND EDUCATION COMPONENT

Name of Applicant _____

IMPORTANT! READ INSTRUCTIONS IN PART 4 BEFORE PROCEEDING.

| DIRECT COSTS | | IMLS | MATCH |
|---|-----------------|-----------------|-----------------|
| TOTAL | | | |
| SALARIES AND WAGES | | | |
| (PERMANENT STAFF) _____ | | _____ | _____ |
| SALARIES AND WAGES | | | |
| (TEMPORARY STAFF HIRED FOR PROJECT) _____ | | _____ | _____ |
| FRINGE BENEFITS _____ | | _____ | _____ |
| CONSULTANT FEES _____ | | _____ | _____ |
| TRAVEL: DOMESTIC _____ | | _____ | _____ |
| FOREIGN _____ | | _____ | _____ |
| SUPPLIES & MATERIALS _____ | | _____ | _____ |
| SERVICES _____ | | _____ | _____ |
| OTHER _____ | | _____ | _____ |
| TOTAL DIRECT COSTS | \$ _____ | \$ _____ | \$ _____ |
| INDIRECT COSTS* | \$ _____ | \$ _____ | \$ _____ |
| * If you do not have a current Federally negotiated rate, your indirect costs must appear in the Match column only. | | | |
| TOTAL PROJECT COSTS | | | \$ _____ |
| AMOUNT OF CASH - MATCH | | \$ _____ | |
| AMOUNT OF IN-KIND CONTRIBUTIONS - MATCH | | \$ _____ | |
| TOTAL AMOUNT OF MATCH (CASH AND IN-KIND CONTRIBUTIONS) | | | \$ _____ |
| AMOUNT REQUESTED FROM IMLS | | | \$ _____ |
| PERCENTAGE OF TOTAL PROJECT COSTS REQUESTED FROM IMLS (MAY NOT EXCEED 50%) | | | % _____ |

Have you received or requested funds for any of these project activities from another Federal agency? (please check one) ☐ Yes ☐ No

If yes, name of agency _____
 Amount requested \$ _____

Date _____

Statement of Purpose

1. Does the museum have a statement of purpose that has been formally approved by the museum's governing authority?

A.) ☐ Yes

If yes, fill in the following information:

Name of document in which statement appears

Date of approval

B) ☐ No

If **no**, call IMLS immediately at (202) 606-8539. You may not apply for a CPS grant without a formally approved statement of purpose!

2. What is the museum's statement of purpose?

Application Checklist

Use the following checklist to make sure you have included all required materials and to let the reviewers know what you have included with your application.

- ☐ Face Sheet (3 pages)
- ☐ Grant Processing Information Sheet
- ☐ Proof of Nonprofit Status
- ☐ Assurances/Certification of Authorizing Official
- ☐ Indirect Cost Rate Agreement
- ☐ Project Budget Forms ☐ *CPS* ☐ *Education*
- ☐ Narrative(s) ☐ *CPS* ☐ *Education*
- ☐ Schedule of Completion
- ☐ Supporting Documents (*as appropriate*)
 - Letters of Commitment
 - Resumes
 - Survey Reports
 - Long-Range Conservation Plan
 - Treatment Plans or Proposals
 - Equipment Specifications
 - Slides, Photographs, Video
 - Training Curricula
 - Brochure/Catalogue/Annual Report
 - Other _____
- ☐ Group Application Agreement Form

Grant Processing Information Sheet

FOR IMLS ONLY- DO NOT PHOTOCOPY

ALL IMLS CONSERVATION PROJECT SUPPORT APPLICANTS MUST ANSWER THE FOLLOWING QUESTIONS.

Check the appropriate answer.

ELIGIBILITY REQUIREMENTS

1. Is the museum organized as a public or private nonprofit institution that exists on a permanent basis for essentially educational or aesthetic purposes?
☐ Yes ☐ No
2. Does the museum care for, and own or use tangible objects, whether animate or inanimate?
☐ Yes ☐ No
3. Are these objects exhibited to the public on a regular basis through facilities the museum owns or operates?
☐ Yes ☐ No
4. Is the museum open and exhibiting to the public at least 120 days a year?
☐ Yes ☐ No
5. Has the museum been open and providing museum services to the general public for two full years prior to the grant application deadline?
☐ Yes ☐ No
6. Does the museum have at least one full-time paid or unpaid staff member or the equivalent, whose primary duty is the care, acquisition, or exhibition to the public of objects owned or used by the museum?
☐ Yes ☐ No
7. Museum's estimated attendance for the 12-month period prior to application. _____
8. Total number of hours museum was open to the public for the 12-month period prior to application. _____
9. The year the museum was first open and exhibiting objects to the general public. _____
10. Number of full-time paid museum staff. _____
11. Number of part-time paid museum staff. _____
12. Number of full-time unpaid museum staff. _____
13. Number of part-time unpaid museum staff. _____

PRIOR IMLS (FORMERLY IMS) AWARDS

HAS THE MUSEUM RECEIVED A :

- | | | |
|-------------|---|-----------------------------|
| GOS* grant? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| CPS grant? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| NLG grant? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| SP* grant? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| MAP grant? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| CAP grant? | <input type="checkbox"/> Yes _____ year | <input type="checkbox"/> No |
| MLI* grant? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| TAG* grant? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

RESUBMISSIONS

- ☐ Please check the box if this grant is a resubmission.

* General Operating Support Grants, Special Project Support Grants, and Technical Assistance Grants are no longer available from IMLS. Museum Leadership Grants have been replaced by "Museums in the Community" and are a component of the National Leadership Grants for Museums.

IMLS Assurances

The IMLS is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, non-discrimination, and a drug-free workplace. Applicants requesting more than \$100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" (Standard Form LLL). Some applicants will be required to certify that they will comply with other federal statutes that pertain to their particular situation. These requirements are incorporated in the Assurances Statement below. Review the Statement and sign the certification form. If you receive a grant, you must comply with these requirements.

**CERTIFICATION
OF
AUTHORIZING
OFFICIAL**

(The applicant organization's authorizing official should sign the following certification after all other parts of the application form have been completed)

I have examined this application and I hereby certify that

- 1) the information provided is true and correct; *and*
- 2) all requirements for a complete 2003 Conservation Project Support application have been fulfilled.

Should I receive a grant, I will comply with all requirements of the IMLS Regulations 45 CFR Part 1180*, all statutes outlined above and all other applicable Federal statutes and regulations

Signature of Authorizing Official

Date

Name and Title of Authorizing Official (printed or typed)

** IMLS Regulations are available upon request.*

ASSURANCES STATEMENT

By signing the application form, the authorizing official, on behalf of the applicant, assures and certifies that, should a grant be awarded, it will comply with the statutes outlined below and all related IMLS regulations. These assurances are given in connection with any and all financial assistance from IMLS after the date this form is signed, but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the Federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the

right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

I. CERTIFICATIONS REQUIRED OF ALL APPLICANTS

FINANCIAL, ADMINISTRATIVE, AND LEGAL ACCOUNTABILITY

The authorizing official, on behalf of the applicant, certifies that the applicant has legal authority to apply for Federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

The authorizing official, on behalf of the applicant, certifies that the applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. § 7501 et seq.) and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of OMB Circular No. A-110, "Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations."

FEDERAL DEBT STATUS

The authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.

DEBARMENT AND SUSPENSION

The authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

**NON -
DISCRIMINATION**

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 et seq.), which prohibits discrimination on the basis of race, color, or national origin;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.), which prohibits discrimination on the basis of disability;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs; and
- (d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age.

**DRUG -
FREE
WORKPLACE
ACT OF
1988**

- (A) The authorizing official, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:
 - (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;
 - (b) establishing an ongoing drug-free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's policy of maintaining a drug-free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
 - (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) abide by the terms of the statement; and
 - (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
 - (e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
 - (f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:
 - (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.); or

- (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law or other appropriate agency; and
- (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

- (B) The applicant shall either identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

**CERTIFICATION
REGARDING
LOBBYING
ACTIVITIES
(APPLIES
TO
APPLICANTS
REQUESTING
FUNDS IN
EXCESS OF
\$100,000)**

The authorizing official certifies, to the best of his or her knowledge and belief that:

- (a) no federal appropriated funds have been paid or will be paid, by or on behalf of the authorizing official, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.
- (b) if any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the authorizing official shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (c) the authorizing official shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**GENERAL
CERTIFICATION**

The authorizing official, on behalf of the applicant, certifies that it will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program.

II. CERTIFICATIONS REQUIRED OF SOME APPLICANTS

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

SUBAGREEMENTS

Applicants who plan to use awards to fund subgrants, contracts and subcontracts should be aware that they must receive the following certifications from applicants to grant programs and those who bid on contracts:

- (1) certification of compliance with the nondiscrimination statutes from institutional applicants and contractors, and
- (2) certification regarding debarment and suspension from applicants to grant programs (regardless of the amount requested) and from potential contractors and subcontractors who will receive \$100,000 or more in grant funds. Applicants are also required to include without modification the following wording in solicitations for all grant proposals and for contracts that are expected to equal or exceed \$100,000:
 - (a) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
 - (b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**NATIVE
AMERICAN
HUMAN
REMAINS
AND
ASSOCIATED
FUNERARY
OBJECTS**

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. § 3001 et seq.), which applies to any organization that controls or possesses Native American human remains and associated funerary objects, and which receives federal funding, even for a purpose unrelated to the Act.

**HISTORIC
PROPERTIES**

The authorizing official, on behalf of the applicant, certifies that the applicant will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470f), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469 et seq.).

**ENVIRONMENTAL
PROTECTIONS**

The authorizing official, on behalf of the applicant, certifies that the project will comply with environmental standards, including the following:

- (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended (42 U.S.C. § 4321 et seq.) and Executive Order (E.O.) 11514;
- (b) notification of violating facilities pursuant to Executive Order (E.O.) 11738;
- (c) protection of wetlands pursuant to Executive Order (E.O.) 11990, as amended by Executive Order (E.O.) 12608;
- (d) evaluation of flood hazards in floodplains in accordance with Executive Order (E.O.) 11988, as amended.
- (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972, as amended (16 U.S.C. § 1451 et seq.); and

- (f) conformity of Federal actions to State (Clean Air) Implementation Plans under section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.);
- (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (42 U.S.C. § 300f et seq.); and
- (h) protection of endangered species under the Endangered Species Act of 1973, as amended (16 U.S.C. §§ 1531-1543).

The authorizing official, on behalf of the applicant, certifies that the project will comply with the Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. §1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

The authorizing official, on behalf of the applicant, certifies that the applicant will comply with the flood insurance requirements of the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. § 4001 et seq.), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

**RESEARCH
ON
HUMAN
AND
ANIMAL
SUBJECTS**

The authorizing official, on behalf of the applicant, certifies that the project will comply with 45 C.F.R. Part 46 regarding the protection of human subjects involved in research, development and related activities supported by this award of assistance.

The authorizing official, on behalf of the applicant, certifies that the project will comply with the Laboratory Animal Welfare Act of 1966, as amended (7 U.S.C. § 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

For further information on these certifications, contact IMLS at 1100 Pennsylvania Avenue, NW, Room 609, Washington, DC 20506 or call (202) 606-8539

CPS APPLICATION TIPS

To make your application more competitive...

- Recruit your conservation personnel at the beginning stages of project development, before you submit your application: they can help you develop a suitable project design and budget and their inclusion will strengthen your application.
- Complete the project budget before completing the rest of the application. Identifying your financial needs will help you envision the project and enable you to describe more effectively the project activities in the application narrative.
- Proofread your application carefully. According to our reviewers, a neatly typed, grammatically correct application makes the most favorable impression.
- Be sure that your supporting documents fully justify your choice of projects. You must convince the reviewers that the proposed activities address your institution's highest collections care priority. Living collections projects should include a carefully thought out scientific design.
- Finish your application a few days ahead of the postmark deadline. This will give you time to do a final proofreading and make any necessary changes before you ship it to us.
- Make sure that if you are applying for any project other than a general survey, include your museum's general conservation survey or institutional plan for conservation.
- Help your reviewers to locate important information in your supplementary material by referencing specific pages and sections in the application narrative.

And remember...

- If you apply for an education component you will not be given additional preference with regard to the review of your application; likewise, if you do not apply for the education component your proposal will not be viewed less favorably.
- Use the checklist on application form page 7.13—it is designed to help you submit a complete application. Run through the checklist in each copy of the application to ensure that you send all materials requested. Remember that each of the copies you submit is read by a different reviewer.
- Make sure that a copy of all supplementary and required documentation is included with each copy of the application (unless otherwise stated)
- Make your case for funding in the application narrative. The attachments, although important, are supplementary, and not the primary basis upon which your application will be judged. All critical information should appear in the narrative.
- If several museum staff contribute to the preparation of your application, be certain that each one has a complete set of instructions.
- Applications postmarked after the deadline will be rejected. To protect yourself, be sure to get a dated shipping receipt in case your package arrives at our offices with an illegible postmark.

How you can get help from IMLS...

- We have put together a packet of successful CPS grant application narratives from last year's competition to distribute. Request these samples from the Office of Museum Services or download them off our web site (www.ims.gov) to guide you in the preparation of your own application.
- Contact OMS at (202)606-8539 immediately if you have any questions about the application forms or procedures.



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